

K.NIRMALA
No.9, Bharathi Nagar, 1st Street,
Villivakkam,
Chennai-600 049.



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CAREER OBJECTIVE:

Seeking a challenging career in the field of Accounts to be a part of a competitive and challenging environment. I wish to add value through my skill set and establish myself as an asset to the organization.

ACADEMIC EXCELLENCE:

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	% MARKS
M.B.A (Master of business admin in Finance and Marketing)	Mailam, Engineering college, mailam, villupuram(Dt).	Anna University	2014-16	7.8
B.B.A(Bachelor of Business Administration)	Bhakthavatsalam Memorial College for women korattur	Madras University	2014	74
Higher Secondary (12 th)	Lakshmi Matric. Hr. Sec. School, Padi	Matriculation	2011	73
Secondary (10 th)	Lakshmi Matric. Hr. Sec. School, Padi	Matriculation	2009	64

SUMMARY:

- Knowledge on Tally ERP 9.0
- Good knowledge on Typing in English Good Speed

TECHNICAL SKILLS:

Typing skill : Type-writing Higher in English

Operating System : Windows - XP, Windows -7,

Package : MS-Office, MS-Excel, MS-Power Point, Basic Tally ERP 9.0

EXPERIENCE AND ROLE:

COMPANY NAME	NO.OF.YEARS	ROLE AND RESPONSIBILITY
HDB FINANCIAL SERVICES	2 YEARS 4 MONTHS	1.Credit Cards Collections. 2.No. of Problems Solving related to credit cards usage . 3.Issuing the proper certificate for CIBIL Clearance. 4.Providing guidance for the PAYMENTS MODES. 5. Supporting the Loyal customer to clear the dues. 6. Supporting Phone Banking for the customers. 7.Controlling the Monthly Portfolio Targets.

AREA OF INTEREST:

- ✓ Money Collections
- ✓ Accountant
- ✓ Data entry
- ✓ Financing

PERSONAL SKILLS:

- ✓ dGood Communication & Analytical Skills
- ✓ Ability to learn new technology (Self Learning)
- ✓ Positive Thinking, Problem Solving
- ✓ Creative thinking, Commitment & Confidence

Project completed:

- **Financial Statement Analysis of ANEELA ENGINEERING CORPORATION.(U.G)**
- **Capital Marketing Analysis of VANSARI MARKETING PVT LTD.(P.G)**

PERSONAL DETAILS:

Full Name	:	K. NIRMALA
Age	:	25
Date of Birth	:	06/10/1993
Father Name	:	M. Kasi
Marital Status	:	Married
Sex	:	Female
Nationality	:	Indian
Languages Known	:	English, Tamil ,Kannada.

DECLARATION:

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I hereby declare that the above information provided is true to my knowledge.

Place : Chennai

Date : (K. NIRMALA)