



SATHYA

Eager and highly motivated recent graduate with a strong academic background. With a foundation in strong problem-solving skill

➤ EDUCATION

B.COM-BACHELOR OF COMMERCE(2018-2019)
Mysuri Women's Arts and science colleg-
kakkapalayam

- With CGPA OF 60%

HSC (2018-2019)

Girls Higher Secountry School-Elampilai

- With aggregate Percentage of 80.25

SSLC (2016-2017)

Girls Higher Secountry School-Elampilai

- With aggregate Percentage of 57

➤ LANGUAGE

- TAMIL
- ENGLISH

➤ WORK EXPERIENCE

ACCOUNTING(2017-2023)

- **Identifying Vouchers:** Recognize different types of vouchers used in an organization, such as purchase vouchers, sales vouchers, cash receipts vouchers, and cash payments vouchers.
- **Data Entry:** Accurately record voucher information into the accounting system, ensuring all details (date, amount, account codes, etc.) are captured correctly.
- **Verification and Approval:** Verify the accuracy and completeness of voucher information, potentially including tasks like checking for proper authorization and supporting documentation.

CONTACT ME



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PERSONAL SKILLS

- creative
- Innovative
- Teamwork

PROGRAMMING SKILLS

- HTML
- CSS
- JAVASCRIPT

OTHER SKILLS

DCA;

- MICROSOFT EXCEL
- MICROSOFT WORD
- POWERPOINT
- TALLY ERP9