

ABISHEK.H

CONTACT

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🏠 Sithalapakkam, Chennai-600131

EDUCATION

Mohammed Sadhak college of arts and science

B.Com (General)
2020 - 2023 – 62%

SKILLS

- Tally Prime
- Account Payable
- Receivable
- General ledger
- Excel
- Invoice Processing

CERTIFICATION

BAT
Cadd Centre of
Technology –
2024

LANGUAGE

- ❖ English
- ❖ Tamil

OBJECTIVE

A dedicated and detail-oriented accounting graduate seeking an entry-level position in accounts or auditing. Eager to apply my academic knowledge and strong analytical skills to support accurate financial reporting and contribute to the success of a dynamic organization. Ready to learn and grow in a professional environment.

EXPERIENCE

Madras University (June 2024 – August 2024)

Audited overall university expenses by digitizing notes and records, ensuring accurate online tracking and reporting.

Tallying expense statements and verifying consistency across financial records for precise budget management.

PROFESSIONAL SKILL

- ❖ MS Excel
- ❖ MS Word
- ❖ Tally Software

OTHER SKILLS

- Critical and Creative thinker.
- Leadership Skills.
- Time Management.
- Problem Solving Skills.

HOBBY

1. Playing & Watching cricket.
2. Playing Chess.

DECLARATION

I hereby declare that all the information provided above is accurate to the best of my knowledge.

Date:

Place: Chennai

(ABISHEK.H)