**CURRICULUM VITAE**

E.PRIYANKA

No.143 P.Block,

Pasumpon Street,

M.M.D.A.Colony,

Arumbakkam,

Chennai – 600 106.

Mail Id: - [priyankaElumalai161@gmail.com](mailto:priyankaElumalai161@gmail.com)

Mobile No: - 8122952280

**Objectives:**

To employ my knowledge and experience with the intention of securing a professional carrier with opportunity of challenges and career advancement, while gaining knowledge of new skills and expertise

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** | **Percentage** |
| SSLC | Govt.Hr.Sec.School, MMDA Colony, Chennai | 2010 | 81.00% |
| HSC | Govt.Hr.Sec.School, MMDA Colony, Chennai | 2012 | 79.30% |
| B.Com(General) | Valliammal College For women, Chennai | 2015 | 75.39% |

**EXTRA ACTIVITIES:**

* DCA
* TALLY ERP9
* Typewriting English Lower

**Professional Experience:**

September 2015 to present

Kumaran Engineers, Chennai (cluster of Ashok Leyland)

* + Responsible for general ledger month end & year end
  + Maintaining Miscellaneous accounts Receivable Roll forward
  + Calculating, preparing and entries various months end journal entries into the ledger
  + Supporting controller in the month end preparation review, and analysis
  + Processing sales day transactions and prepare and balance sales day deposits
  + Preparing monthly bank account reconciliation including depository, general disbursement and vehicle disbursement
  + Verifying and post all daily sale day activity to include deposits, receivable returns, after sales void liabilities, receipts etc.,to general ledger

**PERSONAL DETAILS:**

Father’s Name : M.Elumalai

Date of Birth : 16.01.1994

Age : 22

Sex : Female

Marital status : Single

Nationality : Indian

Religion : Hindu

Languages Known : Tamil & English

**DECLARATION**

I hereby declare that all the information and above details am true and best of my knowledge.

Place: Chennai Yours Faithfully

Date: (E.PRIYANKA)