

SUMMARY

Experience with 5+ years in auditing, financial accounting, and Tally entries with strong skills in preparing and verifying balance sheets, bank statements, and P&L accounts. Proficient in documentation, registration work, and record management to ensure smooth operations. Skilled in accounts management, cash handling, and expense reporting with high accuracy. Adept at delivering customer service support with efficiency and professionalism.

KEYSKILLS

- Documentation and maintaining records
- Cash Handling
- Accounts auditing
- Data Entry
- Tally Erp.9

WORK EXPERIENCE

Gokulam Garden (Construction & real estate builders), Coimbatore (Nov 2015 - Jan 2020)

Executive - Office

- **Handled auditing tasks**, including preparation and verification of balance sheets, bank statements, and profit & loss accounts.
- Managed **documentation, filing, and record-keeping** in an organized manner.
- Delivered **customer service** support with a focus on efficiency and satisfaction.
- Processed **Tally income entries** and ensured accuracy of financial records.
- Executed **registration work and other administrative** processes.
- Took responsibility for accounts management and **cash handling** with precision.
- Monitored and reported **day-to-day office expenses** to support financial control.
- Preparing and maintaining the labour cost and materials cost for building construction

Sakthi Gear Products Private Limited, Coimbatore

(Oct 2014 - Nov 2015)

Assistant - Materials store

- Worked as a **Material Store Assistant**, managing day-to-day store operations.
- Responsible for **checking, receiving, and issuing materials**.
- Handled **material management** including stock monitoring and record keeping.
- Processed **inward bills** for received goods.
- Prepared and maintained **sales bills/outward documentation**.

EDUCATION

M. Com (Computer Application) (2014 - 2016)

K.S.G College of Arts & Science, CBE, Tamil Nadu.

Completed my M. Com (CA). with **85%**.

B. Com (Computer Application) (2011 - 2014)

K.S.G College of Arts & Science, CBE, Tamil Nadu.
Completed my B. Com (CA). with **78%**.

SSC (2009 - 2011)

PSGR Krishnammal Hr.Sec.School Peelamedu,
Coimbatore.
Completed my HSC. with **76%**

SSLC (2009)

St. Philomens High School Sowripalayam, Coimbatore
Completed my SSLC. with **69%**

PERSONAL PROFILE

Husband Name : Velmurugan S
Date of Birth : 23-03-1994
Gender : Female
Nationality : Indian
Language known : Tamil, English

DECLARATION

I hereby declare that the above furnished particulars are true to the best of my knowledge.

Date**Signature**