

B.LAVANYA B.com.,(CA),M.com.,
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Objectives

Seeking a position to utilize my skills & abilities in the corporate field in the area of accounts and finance that provides professional growth.

Education

M.Com., - 2016
B.Com(CA)., - 2010

Technicalskills

MS office
Tally 9.0 &TallyPrime
Optech

Experience

Accounts and Billing (2022 to April 2025)
Sunder tyres and wheels Pvt Ltd.

Accounts and admin(2019 to 2022)
Decoria The Interior Studio(R.S.Puram)

- **Accounting Entry**
- **Pettycash maintain**
- **Prepare Order Quotation**
- **Following Customers**
- **Internal Audit**
- **Accounts Receivable/Accounts Payable**
- **Following online markets**
- **Staff Attendance**
- **Salary Calculation**
- **Marketing (BNIMember)**



Accountant(2017 to 2019)

K light (Marakadai)

- *Accounting entry*
- *Accounts Receivable/Accounts Payable*
- *Pettycash maintain*
- *Bank reconciliation*
- *Staff Attendance*
- *Salary Calculation*
- *Internal Audit*

Lupin Pharmaceuticals–BackOffice Executive(6months)

Data Entry & Accounts (2010 to 2012)

Pazhamudir nilayam(Arts college road)

PERSONALPROFILE

HusbandName :S.Kalidas

DateofBirth :04.02.1990

MaritalStatus :Married

Nationality : Indian

Languages Known :Tamil&English

Skills : Fast learner,Hardworking,Teamworker,Problem solving, Learning and Organizing skills.

Declaration:

I declare that all the above information is correct to the best of my knowledge and belief.

Date:

Yours faithfully

(B.Lavanya)

