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CURRICULAM VITAE

**Gulfjobseeker.com CV No:** **1257522**

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**CARRIER OBJECTIVE**

To obtain a position in a people-oriented company where I can put in my maximum potential to achieve corporate goals

**SKILLS AND STRENGTH**:

* Proactive, team player, optimistic with good listening ability.
* Flexible and adjustable to the work environment.
* A relentless and versatile learner.
* Skilled to analyze both success and failures.
* Unblemished integrity, dedication to duty and a high sense of loyalty to the organization.
* Self-motivated and independent.

**Work Experience:**

**Airpower Agency at Trichy (10th Jul2013 ---- 31st Jan 2014)**

* Purchase order entry and inventory accounting.
* Invoices Entry and Filing & Data Entry
* Cash handling
* Payroll and Profit & Loss A/c.
* Balance sheet and Budget entry and price list.
* Voucher entry and final A/c
* Prepare daily and weekly inventory status reports.

**EDUCATIONAL DETAILS**

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| --- | --- | --- | --- | --- |
| **Course** | **Board** | **Institution** | **Year of Passing** | **Marks** |
| BBA | Bharathidhasan University | SrimathiIndra Gandhi College, Trichy | 2012 | 65% |
| HSC | TAMIL NADU STATE BOARD | ST.Xavier’s Higher Secondary SchoolPurathakudi | 2009 | 65% |
| SSLC | TAMIL NADU STATE BOARD | Government high School Siruganur | 2007 | 55% |

TECHNICAL QUALIFICATION:

* DFA (Diploma in Financial Accounting Tally ERP 9,ms office)
* PGDCa(Post Graduate Diploma in Computer Application)

PERSONAL DETAILS

Date of Birth : 05.04.1990

Gender : Female

Nationality : Indian

Marital Status : Married

Languages Known : Tamil &English

DECLARATION:

I hereby declare that above furnished information is true to the best of my knowledge

and belief.