**SELLA** **SELLA.359130@2freemail.com**

**CAREER OBJECTIVE:**

To grow in leadership and knowledge skills, interact and share with team members and colleague, and to develop world-class solutions to real world challenges for the development of an organization.

**EXPERIENCE:**

* Worked as an Accounts Executive in Hotel park plaza, Chennai. From January 2016 to January 2017.

**ROLES &RESPONSIBILITIES:**

* Enter posting of purchase, sales, payment, receipt collection& journal voucher.
* Account handled petty cash book, Day to Day cash and Bank transaction.
* Creditor’s payment and follow up debtor’s collection.
* Preparing day book and monthly sales report, BRS statement.
* Calculation of service tax and VAT filling.

**EDUCATIONAL QUALIFICATION:**

**May 2015 Master of Business Administration (MBA)**

* Sri Krishna College of Engineering and Technology
* Secured 7.4 CGPA
* Autonomous affiliated to Anna University

**March 2013** **Bachelor of Commerce B.COM (CA)**

* J.J College of arts and science, Pudukkottai.
* Secured 65.33%
* Affiliated to Bharathidhasan University

**March 2010 H.S.S.C**

* S.M. Govt. Higher Secondary School
* Secured 73.92%

**March 2008 S.S.L.C**

* S.M. Govt. Higher Secondary School
* Secured 57.2%

**PROJECT:**

* Completed my MBA (finance) project in **Stock Holding Corporation of India ltd,** **Coimbatore.**

**EXTRA-CURRICULAR ACTIVITY:**

* I have completed **BSE (Bombay Stock Exchange)** Certificate course.
* Completed **TALLY ERP9** certificate course in TCSS Computer Education Avadi, Chennai.
* Attended NALS outbound training Business School Leadership Program (BLEAP) at Coonoor during 29th April – 2nd May 2014.
* Participated in NSS program and attended 4days camp.
* Business Synergia in management meet.

**SOFTWARE SKILLS:**

* Programming language : C, HTML.
* Package : MS office( word, excel, power point) tally erp9

**LANGUAGE KNOWN:**

* English (Read, Write, Speak)
* Tamil (Read, Write, Speak)

**DECLARATION:**

 I affirm that the information stated above is true to the best of my knowledge. And I bear the responsibility for the correctness of the above mentioned particulars.