

Komal

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**Address: Kollidam,
Tamil Nadu 600035.**

Career Objective

A result-oriented and motivational B.Com graduate looking for an opportunity in a reputed organization where I can upgrade my knowledge and skills in the field of accounting and finance.

Academic Background

Education	Institution	Year	Percentage
B. Com Commerce	Srasc	2022	95
12 th Class from State Board	Nirmala	2019	80
10 th Class from State Board	Nirmala	2017	86

Key Skills

- Good communication skills (both written and oral communication)
- Basic knowledge of accounts, taxation, and GST.
- Experience in using accounting software like Tally.
- Knowledge in MS Excel, Word, and Power point.
- Ability to handle banking and statutory related matters.

Work experience

- Experience of 6 months in CA firm
- Prepared supply invoices, labour invoices, and other relevant entries, ensuring accurate billing and record-keeping.
- Proficiently handle purchase bill entries, ensuring accurate and timely recording of financial transactions.
- Proficiently maintained month-wise copies of GST purchase bills and ensured proper separation for GST return filing, demonstrating strong attention to detail and compliance.
- Resolved client issues at higher level through tele verification.

Roles and responsibilities

Knowledge of using tally erp9

GST working

Purchase and sales

Core Strength

- Management and coordination skills.
- Active learning.
- Spread sheet proficiency.
- Time management.
- Self-motivated.

Personal information

Date of Birth : 12.06.2002
Gender : Female
Father's Name: u.goutham
Nationality : Indian
Religion : Jain
Languages Known : English, Hindi & Tamil

Declaration

I hereby affirm that all the above-furnished details are true to the best of my belief and knowledge.

Place : kollidam

Date :19.01.2022

Signature G.komal