



B.Reka

No.40, Gopalchetty Street, Anakaputhur,
Chennai – 600070.

Mobile No: 7418433398

E - Mail Id: rekabalamuralikrishnan5@gmail.com

OBJECTIVE

To work in a Challenging environment which provides me an opportunity to contribute and grow with the organization. I take pride in my work to the highest professional standard and with strong background in team work.

EXPERIENCE

BSS Computer Education Chennai, T- Nagar

2 Year Experience

Accomplishments

- Ms office, Tally ERB trainer
- Clients Handling & Office Maintenance.
- Management work , cash handling

SSP Trading Company, Chennai, MEPZ

1 Year Experience

Accomplishments

- In depth knowledge in Journal, Purchase, Sales, Receipt Payment Entry, Vat, TDS, PF, ESI, Stock Preparing.
- File work then Word, Excel Formulas all work Handling.
- Ms Access contacts credit

PMP & Co Company Chennai, Anakaputhur.

6 Year Experience

Accomplishments

- In depth knowledge in Journal, Purchase, Sales, Receipt Payment Entry, GST, TDS, PF, ESI, Stock Preparing.
- File work then Word, Excel Formulas all work Handling.
- E –Way Bill Credit
- Cheques & Billing Maintaining

EDUCATION

BBA – (2010)Dhanalakshmi

Srinivasan College of Arts &
Science for Women, Perambalur -
621212

SOFTWARE SKILLS

- Tally ERB.
- Adobe Photoshop
- Coreldraw
- MS Office Word, Excel
Powerpoint, Access

ADDITIONAL COURSE

- **Type writing – English
(Lower)**



Straive (Scope E-knowledge Center Pvt Ltd), Chennai (WFH)

6 Month

- Document Harvesting
- Customer relationship management (CRM - PE Firm)
- Deal Flow
- Venture Capital

Madha Arts and Science College, Chennai

1.5 Years' Experience

- Cash Handling and Student ledger Maintenance
- Salary work for Staff and Security, Cheques , Bank Statement Entry
- Tally Enter, ERP software work
- Daily Cash book Entry, Passed out Student due checking
- PEF, ESI Entry

PERSONAL PROFILE

D.O.B	: 10/05/1989
Gender	: Female
Languages Known	: Tamil, English
Current Address	: No.40, Gopalchetty Street, Anakaputhur, Chennai – 600070.
Contact No	: 7418433398
Email	: rekabalamuralikrishnan5@gmail.com
Status	: Married

DECLARATION

I hereby declare that the above-mentioned information by me is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

PLACE:

DATE:

***SIGNATURE OF THE APPLICANT
(B.Reka)***

