

NIVETHITHA S

12 B301 KG GARDEN CITY, NAGARAJAPURAM, VEDAPATTI POST, Coimbatore - 641007

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SUMMARY

Cost controller with some experience in monitoring, analysing and controlling project costs to ensure maximum profitability. Skilled in maintaining budgets, expenses, and identifying cost-saving opportunities. Aiming to work in a competitive environment to gain more knowledge.

WORK EXPERIENCE

Cost Controller, Hansem Building Systems India Private Limited

March 2024 - Present

1. Keeping track of Hiring, Purchase and Expense information.
2. Maintaining fixed asset and cross with tally, Using VLOOKUP, HLOOKUP & PIVOT TABLE.
3. Weekly updating a Management Information System (MIS) reports.
4. Inputting data in Tally and Excel, Handling petty cash records.
5. Analysing the data between Tally, Excel and Buildpro.

- **Intern Ramachandran & Co and Associates, Coimbatore**

March 2023 – May 2023

1. Focus on managing company data
 2. Filling e- forms and returns in MCA portal
 3. Knowledge in secretarial works like CSR Activity , minutes of EGM
 4. Directors Appointment and resignation
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EDUCATION

Bachelor of Commerce

June 2019 - April 2022

SRI Ramakrishna College Of Arts and Science 73.5 %

Higher Secondary Certification

June 2018 - April 2019

SAV Balakrishna Matriculation School , Thirunelveli 77 %

Secondary School Leaving Certificate

June 2015 - April 2016

The Frontline Academy ,Tirupur 82%

EXTRA CURRICULARS/ PROJECTS

SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE, COIMBATORE

- A study on consumer's satisfaction towards Nestle chocolate and Cadbury

Participated in State & Divisional Level Athletics, Tirunelveli

- Won state level silver medal in high jump two times (2015, 2016).
- Participated in the State Level Athletics Competition held on 2018, 2019.
- Participated in Divisional level Tennis Competition conducted at higher secondary school

ADDITIONAL INFORMATION

- **Technical Skills:** Tally, Excel, GST, MS Office
- **Languages:** Tamil, English
- **Certifications:** Tally prime