

Nithya V

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CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. To make use of my interpersonal skills to achieve goals of a concern that focuses on customer satisfaction and customer experience. A hard-working and highly disciplined individual searching for a challenging position to earn work experience in this field.

EDUCATIONAL QUALIFICATION

Stream	Institution / College	Year of Completion	% of Marks
B.Sc(CS)	Sri Vasavi College, Erode	2015	69
HSC	Govt.Hr.Sec. School, Lakkapuram, Erode.	2012	89
S.S.L.C	Govt.Hr.Sec. School, Lakkapuram, Erode.	2010	84

AREA OF INTEREST

- ❖ Accounting
- ❖ Auditing

STRENGTH

- ❖ Positive approach in work
- ❖ Self confident
- ❖ Eagerness to learn more
- ❖ Leadership quality
- ❖ Excellent Decision making
- ❖ Better organizing and planning.

KEY SKILLS

- ❖ Good decision making.
- ❖ Better organizing and planning.
- ❖ Guiding and provide training for juniors.
- ❖ Supporting in critical situations.
- ❖ Maintain an overall respectful stature with Client
- ❖ Clear communication with other persons
- ❖ Always open minded for new ideas and knowledge's.
- ❖ Voluntarily take over the responsibilities and maintaining.

SOFTWARES KNOWN

- ❖ MS Office
- ❖ Tally ERP-9
- ❖ Tally Prime
- ❖ Winman
- ❖ Compu Office

LANGUAGES KNOWN

- ❖ Tamil (Read/write)
- ❖ English(Read/write)

PROFESSIONAL EXPERIENCE

- ❖ **ALICE BLUE COMMODITIES PVT LTD.,**
Clint Registration Department,
(In the field of Back office)
Erode/Oct 2015 to Jun 2016.
- ❖ **KARTHIKEYAN AND JAYARAM CHARATERED ACCOUNTANT.,**
GST Department,
(In the field GST Return Filing)
Erode/Feb 2017 to Feb 2020.
- ❖ **APEX ASSOCIATES, Erode**
(In the field of Auditing, Income Tax Filing and GST Return Filling)
Erode/July 2020 to Still Now.

PERSONAL DETAILS

Date of Birth : 09-07-1995
Gender : Female
Marital Status : Single
Religion : Hindu
Nationality : Indian
Address : 86/6, Muthur Main Road,
Lakkapuram, Erode - 02.

DECLARATION

I here declare that the above information is true to the best of my knowledge and belief.

Place: Erode.

Date:

Yours faithfully,

(Nithya V)