

NIRMALA.K

B-44 Sreenivas Towers

Oulgaret,

Puducherry – 605010.

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QUALIFICATIONS PROFILE

EXPERIENCE:

- Currently working as a Resource Person in **Azim Premji Foundation**(WIPRO).

Working in English and Tamil languages which includes:

- Preparation of modules, resources and lesson plans for primary grades.
- Preparation of modules and facilitation of the workshops for teachers
- Visiting schools and conducting demo classes
- Preparation of assessment tools
- Maintaining good rapport with teachers and functionaries

Worked as an English teacher in a school for primary grades nearly for four years.

PREVIOUS EXPERIENCES

- Managing Accounts and Accounting Personnel
- Managing office operations
- Overseeing clerical staff
- Supervising and performing various aspects of Accounting:
 - Monthly Profit & Loss

- General Ledger
- Accounts Payable
- Financial Analysis
- Preparation of Product and Batch costing
- Maintaining Shares Register
- Inventory Control
- Bank Reconciliation Statement
- Weekly, Monthly, Quarterly & Annual Statements
- Trial Balance
- Sales Tax , Income Tax
- As an entrepreneur nearly for 14 years
- Currently working as a Resource Person in **Azim Premji Foundation**(WIPRO).

EDUCATIONAL QUALIFICATION

- Alagappa University, Karaikudi, Master of Education in 2017.
- C.A Articleship Under Chartered Accountants Regulation 1956 from October 1991 to September 1994.
- University of Bharathidasan, Holy Cross College, Tiruchirapalli, Bachelor of Science in 1991.

CAPABILITIES

- Building close relationship with employees
- Co-ordinating with vendors

- Ensuring quality customer service
- Working with seemingly impossible deadlines
- Believe in perfection and have an eye for details

ACCOMPLISHMENTS

- Contributed to the management of Srivari Group on Cost reduction in sourcing Raw material, Labour and overheads and implemented an effective Material Management System.
- Contributed to the management of Imperial Clothing Private Limited, a project on Cost Analysis of a new product for their unit.
- Team player... Dependable and dedicated.
- Recognised for excellent work performance throughout my tenure at all places.

PROFESSIONAL EXPERIENCE

Working as **Resource Person** in **Azim Premji Foundation**(WIPRO).

May 99

SRIVARI GROUP OF COMPANIES Hosur as
Accounts Manager.

At SRIVARI, had an opportunity to shoulder the
Financial and Accounting responsibilities.
Reporting to M.D.

September 1998

MICRO LABS LTD, Hosur as Accounts Executive.

Responsibilities include Internal Auditing, Product and Batch costing, Petty cash handling. Reporting to Executive Vice President.

November 1997

**IMPERIAL CLOTHING PRIVATE LIMITED
Bangalore as Accounts Executive.**

Responsibilities include Receivables, Payables, Inventory control, Weekly Reports, Monthly bank Statements, Maintaining Fixed Assets & Shares register and costing. Reporting to Manager-Finance.

January 1995

**M/s M.K RAO & CO., CHARTERED
ACCOUNTANTS, Hosur as Accountant and
Audit Assistant.**

Responsibilities include Internal Auditing of various clients, Finalisation of Accounts, Sales Tax & Income Tax matters.

April 2015 – December 2018

Worked as an **English teacher** in Amrita **Vidyalayam school**, Puducherry.

December 2018

Working as **Resource Person** in **Azim Premji Foundation**(WIPRO)- Puducherry.

LANGUAGES KNOWN : Tamil, English, Telugu – Fluent
Hindi – working knowledge.

Marital status : Married

Place : Puducherry