

Career Objective

To work in a challenging environment that gives an opportunity for professional growth and to contribute my efforts towards the growth of the organization.

Work Experience

Audit Assistant in **SMART ETAX FILERS** From October 2017 – Till Now

- Maintaining Books of Accounts for clients spanning across various sectors
- Preparation & filing of GST Returns for clients like Co-operative society, etc.
- TDS Return filing.

Store Executive in **SHREE MOTHER PLAST INDIA PVT. LTD** From May 2016-March 2017 & Store Executive Assistant in **HINDUSTAN UNILEVER LIMITED** From May 2014-April 2016. (On Contract Basis)

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Taking physical inventory once a month to cross check with the monthly inventory report.

Education Qualification

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|--------------------|---|---|
| ✓ Post-Graduation | : | M.Com in Achariya College of Arts and Science (affiliated by Pondicherry University), 59.25%, May 2012 |
| ✓ Under-Graduation | : | B.Com in St. Joseph's College of Arts and Science (affiliated by Thiruvalluvar University) 50%, May 2010 |
| ✓ Higher Secondary | : | St. Joseph's Higher Secondary School. 54.40%, March 2007 |
| ✓ High School | : | St. Joseph's Higher Secondary School. 51%, April 2005 |

Areas of Interests

- ✓ Finance and Commercial
- ✓ Taxation Department
- ✓ Accounting

Technical Skills

- ✓ MS – Office Excel & Word
- ✓ Tally ERP.9 & Tally Prime
- ✓ Basic Working Knowledge in SAP
- ✓ Customized ERPs.

Strength

- ✓ Team Player
- ✓ Hard-working
- ✓ Self determined
- ✓ Flexible by Nature
- ✓ High level of commitment to service

Personal details

- | | | |
|-------------------|---|--|
| ✓ Date of birth | : | 15 th May, 1990 |
| ✓ Language known | : | Tamil & English |
| ✓ Nationality | : | Indian |
| ✓ Passport Number | : | V3559991 |
| ✓ Marital Status | : | Married |
| ✓ Address | : | 127A, Alansalai Street,
Periyababusamuthiram, Villupuram – 605102 |

Declaration

I hereby declare that the above information provided are free of errors and true to the best of my knowledge.

Place – Villupuram
Name – N.Vinoth