G.Thamizhkavi

No 46 5th cross street Vijaya raja nagar

Vazhuthalambedu -69

E-mail:Thamizhkavi7894[@gmail.com](mailto:sppadma995@gmail.com)

Phone: 9944510708

**Career Objective**

To construct-active challenging opportunity to work for a renowned organization to enhance my knowledge, skills and techniques which can benefit the Organization and Society.

**PROFESSIONAL EXPERIENCE**

**PCK Buderus India Special Sleets Pvt Ltd at T.Nagar.**

* 5 Years’ experience in preparing GSTR-1 and GSRT3B working sheet and filing.
* Preparing Customer Outstanding Statement.
* Preparing TDS Working Sheet.
* Enter Sales, Payment, Customer bills and other bills entering in Tally.
* Enter Sales and Payment in MS Access.
* Preparing purchase order.
* Preparing Bank documents for foreign payment Import and Export.
* Document filing.
* Getting report from GST Portal.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **University/Board** | **Institution** | **Year Of Passing** | **Percentage** |
| **B.Com** | Madras University | Dr. MGR Janaki College of Arts and Science for Women | 2014 | 71% |
| **HSC** | State Board | Govt Higher Secondary School meenambakkam chennai | 2011 | 80.33% |
| **SSLC** | State Board | Govt Higher Secondary School meenambakkam chennai. | 2009 | 69.40 % |

**Computer Skills**

* Known software : Tally ERP 9.
* Office suite : MS-office, Ms Access

**Extra-curricular activities**

* Actively Participating In YRC and Served the Society.
* Participated in cultural activities and sports activities at school & college.

**Personal Strengths**

* Co-operative and keen observer.
* Highly organized and dedicated with a positive attitude.
* Fast Learner, self-motivated and willingness to learn.

**Personal Profile**

**Father’s name :** A.Gnanasekar

**Gender :** FEMALE

**Date of Birth :** 07.07.1994

**Languages Known :** Tamil, &English.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Chennai  **[Thamizhkavi]**