

CURRICULUM VITAE



Experience

Part Time

- ❖ **Perineum Pharma** as Accountancy Department [2011 May to 2013 April], Trichy.

Full Time

- ❖ **Aqua Fort Private Ltd.**, in as Accountancy Department Tally Operator Trichy. [2013 may to 2014 May],
- ❖ **GSI Private Ltd.**, in R&D Department as [2014 June to 2015 August] Trichy. Account Maintenance, P&L, BRS& Cash flow, Inventory, Sales& Service Tax, Pivot Table, Payment Collection, Office Data Maintenance
- ❖ **Hotel Kannappa** in Accounts Department as [2015 November Still] in Trichy. Account Maintenance, P&L, Trail Balance, Balance Sheet, BRS & Cash flow, Inventory, TDS, ESI & PF, Salary Statement, Payment Flowing, Purchase Order, Data Maintained.

Freelancing

- ❖ **R. Vasu Oil Trading** in Accounted (GST- GSTR-1 & GSTR-3 Preparing) [2017 December to Still]
- ❖ **Phernium Pharma** in Accounted (GST- GSTR-1 & GSTR-3 Preparing) [2017 December to Still]
- ❖ **Raja Furniture's** in Accounted (Chit fund, PaymentFlowing) [2017 December to Still]

CAREER OBJECTIVES

To exploit my skills and strengths to the full at the same time advance in my career ladders. To become a leader of a team

SUMMARY

Co-operative working with a team good at grasping things quickly and willing to learn. Good at sports

ACADEMIC QUALIFICATION

- ❖ B. Com on Tamil nadu Open University. Year of passing 2012-15.
- ❖ Higher secondary Education at the St. Little Flower Higher Secondary School, Trichy. (Under State Board of Education. Year of passing 2011.)
- ❖ Secondary Education at the St. Little Flower Higher Secondary School, Trichy. (Under State Board of Education. Year of passing 2009.)

PROFESSIONAL SKILLS

- ❖ **Frist Accountant (100 hrs.)** in Accopedia Center
- ❖ **Accountant Plus (100 hrs.)** in Accopedia Center
- ❖ **HDCA** (Honours Diploma in Computer Application)
- ❖ **Hardware & Networking**
- ❖ **MCITP** (Microsoft Certified IT Professional)
- ❖ **CCNA** (Cisco certified Network Associate) &
- ❖ **CCNP** (Cisco certified Network Professional)
- ❖ **MMV** – Master in Multimedia Version

TEACHNICAL SKILLS

- ❖ Typewriting English in Higher
- ❖ Typewriting Tamil in Higher
- ❖ Shorthand Lower (still learn)

PERSONAL SKILLS

Co-Operative working with a team. Willingness to acquire knowledge in new areas. Good communicating English.
Good observation skills
Individual working skill Field of Interest Accountancy
System Operating
Administration

HOBBIES


Listening to music
Gardening
Driving

PERSONAL IDENTITY

Name : Amirthavalli
Father's Name : Muthuramalingam
Date of Birth : 20 / march / 1994
Gender : Female
Marital Status : Separate
Religion : Hindu
Languages Known : Tamil (Read, Write, and Spoke),
English (Read, Write, Spoke)
Hindi (Read, Write)
Communication Address : No, 7. 6th street Exnt. Simco Colony,
Craw ford, Trichy – 620 012.
Phone Number : 9361736566
Mail Id : amirtha94smart@gmail.com

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and I take complete responsibility of the truthfulness of the above furnished information.



Place :
Date : / / 2023

(Amirthavalli. M)