

RESUME

P.SWETHA
No : 13/16, Thattan Kulam Street,
Old Washermenpet,
Chennai - 600021.

Email Id: 81898gifta@gmail.com
Mob: 7397360508

CAREER OBJECTIVE:

Aspiring to work in where my full potential is exploited in the process of achieving organizational goals and to work in a growth oriented field with maximum exposure to specialized knowledge through which my long term goals come true.

EDUCATIONAL QUALIFICATION:

Educational Level	Year	Institution	Board Of University	Percentage
B.Com	2020	Sri Kanyaka Parameswari College	Madras University	
HSC	2017	C.S.I.Bishop Corrie A.I Higher Sec School	State Board	56.41
SSLC	2016	St. Anne's Girls Higher Sec School	State Board	81.60

WORKING EXPERIENCE:

Employer Name : Navkar Gold Palace LLP
Designation : Accounts Assistant
Duration : Feb 2021 to Nov 2022

Job Profile : Prepared Invoices and entered into accounting system. Reconciled bank statements every month. Reconciled general ledger accounts. Verified Vendor accounts by reconciling. Monthly statements and related transaction. General accounts ledger maintenance and book keeping. Job work voucher and Invoice preparation and made entries.

Employer Name : Gem Software Solutions Ltd

Designation : Research Analyst @RR Donnelley

Duration : Dec 2022 to till date

Job Profile : Handling customer quires through webchat

SPECIAL SKILLS:

- Problem solving skill
- Quick learner, productive and with good sense of humour.

PERSONAL SKILLS:

- Extremely self confident and self motivated.
- Ability to work in teams.
- Commendable leadership qualities.

SOFTWARE SKILLS:

- MS Office
- Tally Prime

PERSONAL PROFILE:

Name : P. Swetha
Father's Name : P. Prakash
Date of Birth : 21.08.2000
Gender : Female
Religion : Hindu
Nationality : Indian
Marital Status : Unmarried
Language Known : Tamil & English
Address : No. 13/16, Thattan Kulam Street,
Old Washermenpet,
Chennai – 600 021.
Contact No : 7397360508

DECLARATION:

I hereby declare that all the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: CHENNAI

Yours sincerely

Date:

P. SWETHA