



POOJAMH

@ poojavivekcv@gmail.com

7594076304

Cherengottil house,anamagad, per
inthalmanna,mallapuram.kerala

Skills

Knowledge of Tally, Peachtree
Experience in Tally Excellent
Communication Skills & ability to
Present complex information in an
easy to understand format.

Interests

Financial sector Auditing
Banking sector-Non Banking
Sector

Languages

Tamil Malayalam English

Personal Details

Date of Birth : 04/01/1994

Marital Status : Married

Objective

Dedicated individual seeking accounting assistant job to develop Book keeping and Tax preparation skills. Accounting assistant with one year of experience on the field looking for a job that can offer opportunities for career growth and advancement to higher level position.

Experience

Scholab overseas educational consultancy	20/08/2020
Documentation	-
Documentation cross checking candidates certificate and profile strength.	20/10/2020
Lohashilpi	16.4.2021 -
Accountant	
Accounting	
Cash entries	
Bank reconciliation	
Inventory	
GST Filing	

Education

Institute	2019-2020
Computerized Professional Accounting in Tally, Excel, Peachtree, QuickBooks.	
7	
Anna university	2016
MBA(finance & marketing)	
67	
Madras University	2014
B.com(General)	
74	
Anitha Methodist matriculation hr.sec.school, chennai	
12th	2011
82	

Projects



Consumer behaviour@Delphi TVS,Chennai.

Consumer behaviour is the study of consumers and the processes they use to choose, use(consume),and dispose of products and services, including consumers, emotional,mental,and behavioral responses.

+ Additional Information

Participated in product innovation event of COMBAT 2K14 held at D.G.Vaishnavcollege,chennai.

Participated in BEST MANAGER event at All India Management Meet