

R. MONIKA

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Naiduhall Apparels, Ambur, Tamilnadu

11/07/2017 - 25/01/2021

Accounts Assistant

Raw materials purchase bills checking with po and entries updating in software day to day.

Logistics and courier bills check and update in software.

Purchase returns and sales returns related entries updating.

Cheques preparation for vendors as per the company norms and distribute to them.

Maintain all customer cheques, deposit in banks as per the cheque date.

Bank statements reconciliation day to day in software.

Maintenance of all documents before and after payments.

Data preparation for tax filings.

GSTR1 filing in government portal.

Reconciliation of own ledgers with vendors and customers ledgers.

Cash handling and cash related entries updation in software day to day.

Answering statutory auditing and internal auditing related queries.

Experience in working the following softwares

Prime ERP

SAP Business one

EDUCATION

Bharathidasan Engineering College, Nattrampalli, Tamilnadu

2013 - 2017

BE Computer Science and Engineering

First Class / 8.3 CGPA

PERSONAL DETAILS

Date of Birth : 22/04/1996

Marital Status : Married

Nationality : Indian

SKILLS

Positive Attitude

Team work

Communication

Willingness to learn

Active listening

REFERENCE

Mr.Bhuvaneshwaran - "Naiduhall Apparels, Ambur, Tamilnadu"

Finance & Accounts Manager

LANGUAGES

English

Tamil

INTERESTS

Learning new things

Listening music