

# REVATHY R



## CONTACT DETAILS

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📍 Pathanamthitta, Kerala

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Pathanamthitta, Kerala, India

## EDUCATION

### **FINPROV LEARNING PVT LTD**

Post Graduate Diploma in Indian  
and Foreign Accounting

### **UNIVERSITY OF KERALA**

Bachelor of Commerce - Taxation  
(2018-2021)

### **KERALA BOARD OF HIGHER SECONDARY EDUCATION**

**Plus Two** (2016-2018)

### **BOARD OF KERALA**

**SSLC** 2016

## EXPERTISE

- SAP FICO
- TALLY PRIME & ERP 9
- ZOHO BOOKS
- GSTR FILING
- DATA ENTRY
- MICROSOFT OFFICE

## STRENGTH

- Responsibility in personality
- Self-Motivated
- Positive thinking

## LANGUAGE

- English
- Hindi
- Malayalam

## OBJECTIVE

To be a part of an organization, to contribute my practical as well as academic knowledge for the organization's success, which stimulates growth, encourage creative and innovative thinking provide adequate opportunities and challenging work environment.

## WORK EXPERIENCE

### **INDIANOIL CORPORATION LIMITED - Trivandrum Divisional Office** **Worked as a Graduate Apprentice (Accounts Executive) (2023-2024)**

- Purchase Order Creation
- Data Entry and MS Office
- SAP Software
- Internal Audit Creation

### **FINPROV LEARNING PVT LTD**

### **ACCOUNTANT TRAINEE - (06/03/2023 to 30/11/2023)**

Worked as Accountant Trainee from 06/03/2023 to 30/11/2023 as part of the job-oriented training. Received ample exposure in maintaining books of accounts, budgeting, preparation, finalization and analysis of profit & loss account and balance sheet, GST and Income Tax including filing (GSTR, TDS), ESI & PF computations, software packages Tally Prime, ZohoBooks and SAP FICO.

## CERTIFICATIONS

- Foundation programme in Banking & Financial Services (Hedge School of applied Economics)
- Post Graduate Programme in Relationship Management (TVS Training & Services Ltd Chennai)
- Certification in TALLY and MS OFFICE (G-TEC Computer Education)
- Certification in Zoho Books - Certified Prime Student
- Certification in TALLY PRIME
- Certification in SAP Software

## PROJECT WORK

A Study on consumer perception on Digital payment techniques with special reference to Pandalam Municipality (NSS COLLEGE PANDALAM 2019-2021)

## DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief

**Place: Pandalam**

**Date:**

**REVATHY R**