**KALAIVANI.K**

**KARTHICKJACK551@GMAIL.COM**

**+91-8939668349**

* **PERSONAL DETAILS**
* **NAME : K.KALAIVANI**
* **D.O.B : 26-03-2003**
* **AGE : 21**
* **FATHER NAME : C.KARTHICKEYAN**
* **MOTHER NAME : K.JACKULIN**
* **ADDRESS : 37/1, 5/1, KUMMALAMMAN KOVIL STREET ,**

**TONDIARPET , CHENNAI -600081**

* **NATIONALITY : INDIAN**
* **STATE : TAMILNADU**
* **GENDER : FEMALE**
* **MARITAL STATUS : UNMARRIED**
* EDUCATION QUALIFICATIONS
* **B.A.ECON0MICS (PASSED OUT -2023)**
* **OTHER SKILLS**
* **COMPUTER BASIC KNOWLEDGE**
* **ADVANCE EXCEL KNOWLEDGE**
* **TALLY ERP 9**
* **MS WORD BASICS**
* **LANGUAGE KNOWN**
* **TAMIL**
* **ENGLISH**
* **WORK EXPERIENCE**

**APRIL -2023 TO SEP-2023**

* **PRIOR COMPANY : “ MMC INFOTECH “ BPO COMPANY**
* **ROLE : CREDIT CARD PROCESSING EXECUTIVE ( UNDER CORPORATE EMPLOYEES)**

**DECEMBER -2023 TO STILL**

* **CURRENT COMPANY : WORKING AS A PERSONAL ACCOUNTANT TO A**

**BUSINESS MAN .**

* **MANAGING ALL ACCOUNTING TRANSACTIONS.**
* **HANDLING MONTHLY, QUARTERLY AND ANNUAL CLOSINGS.**
* **RECONCILE ACCOUNTS PAYABLE AND RECEIVABLE .**
* **MANAGING BALANCE SHEETS AND PROFIT / LOSS STATEMENT.**
* **MAINTAINING PURCHASE AND SALES STATEMENTS MANUALLY AND INTO EXCEL SHEET.**
* **OBJECTIVES :**

**I AM INTERESTED TO LOOKING FORWARD FOR SOME WORK FROM HOME PART TIME JOBS . ITS SUIT FOR MY SITUATION AND SKILL AND EXPERIENCE . TO LEARN NEW THING AND IMPROVE KNOWLEDGE IN THIS FIELD .**

**THANKING YOU .. YOUR’S FAITHFULLY,**

                                    K.KALAIVANI