

RESUME

Ms. Keerthika Venkatesan,

Address:- House no. 130, Singanna Street,

Chintadripet, Chennai - 600002

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Career Objectives

I look forward to associate myself with an organization where there is an opportunity to share, contribute and upgrade my knowledge, while servicing efficiently to the requirements of the organization.

Academic Records

Course	Institution	Board/University	Year Of Pass	Marks obtained
B.com(General)	GSS Jain college, Chennai	University of Madras	2018	70%
HSC	C.K Girls Hr. Sec School, Chennai	State Board	2015	75%
SSLC	C.K Girls Hr. Sec School, Chennai	State Board	2013	80%

Work Experience

I am currently working as Compliance Advisor at Indiafilings Private Limited. Managing of compliance client for accounting, income tax, Gst- compliance, Tds- compliance e.t.c. Handling customer through Outbound and inbound call,email,chat. Giving proposal to Indian and Foreign Clients for sign up our services Annual compliance- Company, LLP, proprietorship, GST - Compliance and TDS - Compliance doing business in India.

Achievement

- Certified from NSC for financial market
- Completed higher and lower grade (English)
- Certified Diploma in Tally Accounting

Strength

- Convenient for any working environment and working under pressure
- Good Team player
- Excellent problem solving skills
- Eager to learn new technologies

Co-curricular Activities

- Internship at ONGC.
- Completed 6 month training at Auditor office “ **APARNA & CO.**”

Extra Curricular Activities

- Runner-up in A-zone for Tennikot

Personal Details

Parent Name : Venkatesan L

Date of Birth : 22/07/1998

Language skills : Tamil, English

Hobbies : Listening music , Playing Tennikoit.

Sex : female

Marital Status : unmarried

Nationality : Indian

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to best of my knowledge and belief

Date:

Keerthika V

Place: