



# Kousalya M

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Abu shagara, Sharjah, United Arab Emirates.

kowsibava27@gmail.com

## OBJECTIVE

Seeking employment in an esteem organization, where I can exercise my talents and skills to prosper in a stimulating and challenging environment, building the success of the company while experiencing advancement opportunities.

## EXPERIENCE

2021(June)  
- 2022  
(June)

- **Accountant and Administrator**  
General connectors India private limited
  - Maintaining accounts receivable and accounts payable.
  - Preparing sales report for GST filing. Preparing balance sheet.
  - Performing Bank Reconciliation Statement and voucher reconciliation.
  - Maintaining Petty Cash, and online payment to suppliers.
  - Generating Invoices & E-Way Bill. Raising Purchase Order Using ERP.
  - Responding to mails and tracking purchase order.
  - Maintaining Files, Cash Transaction & Preparing Expense Report.
  - Performed Day-To-Day Data Entry & Other Administrative Work.
  - Helping HR team for preparing payroll for the employees.

## EDUCATION

- 2021 • **Master of Commerce**  
Annamalai university  
80%
- 2019 • **Bachelor of commerce**  
A.V.C college of arts and sciences  
65%
- 2016 • **HSC**  
Nirmala Matriculation HSS  
75%

## SKILLS

GST Filing

100%

Microsoft office (Excel,Word,  
PowerPoint,outlook)

100%

Tally ERP

100%

TDS

60%

VAT

60%

QuickBooks

60%

## STRENGTH

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- Positive thinker and Easily adaptable person
- Self-motivated and Directed
- Ability to work under pressure

## LANGUAGES

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- English
- Tamil

## PASSPORT DETAILS

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- Passport No: X6190675  
Visa status : Vist visa

## PERSONAL DETAILS

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- D.O.B : 27-06-1999  
Gender : Female  
Nationality : Indian  
Father's name : N.Manivannan  
Marital Status : Unmarried

## PERMANENT ADDRESS

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- 11/14,Main road, Ammapetai,  
Kadavacherry post,  
Chidambaram, 608401  
Tamil nadu, India.

## DECLARATION

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- I hereby declare that the above mentioned details are true to the best of my knowledge and I take up the responsibilities for the correctness of the above mentioned particulars.

Place :  
Date :