



## DEEPIKA KARTHIK

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Email:

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Abu Dhabi, UAE

### PERSONAL INFORMATION

Nationality : Indian  
Gender : Female  
Marital Status: Single

### PASSPORT DETAILS:

Passport No : Y7269447  
Date of Issue: 04/09/2023  
Date of Expiry: 03/09/2033

### LANGUAGES:

- English
- Tamil
- Malayalam

### PROJECT WORK:

- Basic Concepts of Geometry
- Correlation

## Curriculum Vitae

### OBJECTIVE:

To pursue my career in an organization with performance-oriented environment for achievement of personal advancement. Being ambitious and hardworking, I am looking forward to challenging my potential and be worthy of Management trust and confidence.

### ACADEMIC PROFILE:

- Completed **BSc., Mathematics** in Velumanoharan Arts and Science College for Women, Ramanathapuram, Tamil Nadu, India (2023) with 82%.
- Completed HSC in AVMS Matric Higher Secondary School, Ramanathapuram, Tamil Nadu, India (2020) with 75%
- Completed SSLC in Vivekananda Vidyalaya Matric Higher Secondary School Ramanathapuram, Tamil Nadu, India (2018) with 91%.

### EXPERIENCE:

- ✓ 7 Month worked experience as an **Accountant and Data Entry Operator** in GAYATHRI ASSOCIATES, Tamil Nadu, India

### DUTIES AND RESPONSIBILITIES:

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements

### SKILLS:

- MS-OFFICE
- HTML
- TALLY
- Data Entry
- Strong inter-personal communication
- Honest and dedicated person
- Punctuality

### DECLARATION:

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

**DEEPIKA KARTHIK**