

Name : **Helen.S**
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: 506373393
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CAREER OBJECTIVE:

To work with a reputed organization where I can utilize my accounting knowledge and skills for the growth of the company, and I tend to acquire some practical knowledge.

EDUCATIONAL BACKGROUND:

- **Master of science in mathematics** in the year 2023 from Manonmaniam Sundaranar University, Tirunelveli.
- **Bachelor of Education** in the year 2020 from Tamil Nadu Teachers Education University.
- **Bachelor of Science in mathematics** in the year of 2018 from Manonmaniam Sundaranar University, Tirunelveli.
- **HSC from Board of Secondary Education**, Tamil Nadu as major subjects Mathematics Biology.

SKILLS:

- Knowledge of **MS Office** (Excel, Word, Power point) and **Tally**.
- Strong understanding of basic accounting procedure.
- Knowledge of general ledger entry function.
- Excellent communication skills both verbal and written.
- Strong analytic, problem solving and task completion skills.
- Ability to understand various financial statement.
- Capable of preparing accounting reports without error.

PERSONAL INFORMATION:

Date of Birth : 28th August 1998
Nationality : Indian

Marital Status : Married
Visa Status : Residence (Husband Visa)
Language Known : English, Tamil, Malayalam
Contact Address : Al Rashidiya

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Al Rashidiya

Yours sincerely

HELEN S