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CURRICULAM VITAE



NAME: MAHALAKSHMI.S

ADDRESS: No. 5/3, N.G.O colony, 1st main road, Choolaimedu, Chennai-600094.

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CONTACT NO: 6374808192, 8667804884

CAREER OBJECTIVE:

To work for an organization which provide me the opportunity to improve my skill and knowledge to growth along with the organization objective.

EDUCATIONAL QUALIFICATION

QUALIFICATION	SCHOOL/COLLEGE	UNIVERSITY /BOARD	YEAR	PERCENTAGE
M.COM (General)	Valliammal College for Women	Madras university	2025	79% (First class Distinction)
B.COM (Bank management)	Valliammal College for Women	Madras university	2023	78% (First class Distinction)
HSLC	ST. Vincent Matriculation Higher Secondary School	State board	2020	73%
SSLC	ST. Vincent Matriculation Higher Secondary School	State board	2018	83%

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Work Experience:

Worked as Account Assistant in Ampa Sishya School from Apr 2026 to Sep 2026.

During the Period, Practical aspects of accounting, including book keeping, Journal entries, ledger maintenance, preparation of excel entry. Tally Entry, Accounts Payable and Receivable entry.

SKILLS

- MS Office, Tally

INTERNSHIP

I have done an internship in Capri assurance and advisory services an auditing company from 27 May, 2024 – 16 June, 2024.

PROJECTS DONE IN M.COM

- ‘Internal audit and risk management’
- ‘Employee Engagement and Retention’

HOBBIES

- Listening music, Drawing, Cooking

PERSONAL DETAILS

Date of birth : 04.10.2002
Gender : Female
Father's Name : T.Selvakumar
Mother's Name : S.Anuradha
Nationality : Indian
Religion : Hindu
Marital status : Unmarried
Mobile no. : 6374808192, 8667804884

LANGUAGE KNOWN

- English, Tamil

DECLARATION

I hereby declare that the above mentioned details are true and genuine to my knowledge.

SIGNATURE