**RESUME**

G.KANAGALSKHMI

D/o K.Ganeshan

5/53 shanmuga sundara puram,

Ramasamy Raja Nagar(Post)

Virudhunagar (Dist), **E-mail:** kanagaMFC.CA@gmail.com

Tamil Nadu **Mobile:** +91-9790388674

**CAREER OBJECTIVE**

Foreseeing my challengeable future, I am therefore looking forward to work in an Organisation that provides opportunities to give my best and in the process, help me grow along with institute.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree / Course** | **Institution** | **University / Board** | **Year of Passing** | **% of Marks** |
| **MFC** | Thiagarajar Arts & Science College, Madurai | Madurai Kamaraj University, | 2014 | 75 |
| **B.COM(CA)** | V.H.N.S.N.College, Virudhunagar | Madurai Kamaraj University | 2012 | 73 |
| **HSS** | Kshatriya Girls Higher Secondary School, Virudhunagar | State Board | 2007 | 73 |
| **SSLC** | Kshatriya Girls Higher Secondary School, Virudhunagar . | State Board | 2009 | 88 |

SKILLSETS:

* PLATFORM : Windows XP. Windows7
* PACKAGES : MS-OFFICE, TALLY
* DESIGNING PART : Photoshop & Flash

STRENGTH:

* Good Communication, Adaptability and Interpersonal skills.
* Good Team Player and Good Leadership.
* Good Managerial Skills, Decision Making and Analytical skills.

AREA OF INTEREST:

* Documentation (Export & Import) ,Accounts & Audit

ACHIVEMENTS:

* Had Management and accountant Training at “RAMCO VIDHAYALA”, RR NAGAR. VIRUDHUNAGAR
* Secured school 1st for Accountancy & Commerce at HSSC

**EXPERIENCE DETAILS**

* Auditing Office-Virudhunagar (Period from 15.06.2014 to 01.01.2015)

**Designation** – Auditor Asst

**Nature of Works**

1. Internal Auditing.
2. Client’s Bill & invoice Checking

* Sfatec (P) Ltd-Muthulapuram (18.03.015 to 09.01.2016)

**Working Period –** 1 Year

**Designation** – Commercial Assistant

**Nature of Works**

* **Commercial / Shipping**

1. Preparing customs shipping Documents
2. Preparing Buyer Invoice & Packing List
3. Preparing procurement certificate & Rewarehousing

Certificate for EOU Imports

1. Record Keeping for Export Sales
2. Record Keeping for Import items
3. Preparing Monthly Meeting documents

* **General**

1. Preparing Monthly Returns for Central Excise
2. Keeping Status report for EPCG Licence
3. Keeping Status report for Drawback receivables
4. Maintaining Record of bill receipts for every

Shipment from forwarder / CHA

1. Renewal & Updations of Documents
2. Preparing BRC statement for Export

PROJECT:

Company Name: RAMCO CEMENT LTD

Title: Working Capital Management

Summary:

* **To study the tools and techniques of Working Capital management adopted at Ramco Cement ltd.**
* **To study and analyze the performance Working Capital management at Ramco Cement ltd**
* **To study how all capital analysis and again Operating Cycle schedule is implemented in Working Capital management.**

**PERSONAL PROFILE**

Date of Birth : 12.07.1992

Gender : Female

Marital Status : Single

Nationality : Indian

Hobbies : Reading books, Listening Songs.Drawings

Languages Known : Tamil & English

**DECLARATION**

I am also confident of my ability to work in a team. I hereby declare that the information given is true and correct to the best of my knowledge.

**(G.KANAGALSKHMI)**