

# SURYA PRAPHA R / RESUME

Mrs. R.Surya Prapha,  
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## OBJECTIVE

To give the best in 1 professional track for overall benefit and growth of the company where my career skills and knowledge would help in the betterment of the organization.

## SKILLS

- MS office.
- Supply & demand planning.
- Communication & Leadership.
- Problem solving
- Time Management.

## TYPE WRITING:

- Tamil Senior Grade (DISTINCTION).
- English Senior Grade (DISTINCTION).
- Tally ERP 9.2 (JVM Computer Centre).

## EXPERIENCE

- **ACCOUNTANT & CASHIER** - MANI MOTORS (HERO SHOWROOM), BATLAGUNDU • 2014 - 2016
  - Payroll
  - Stock maintenance & purchase.
  - Loan Document Preparation.
- **ACCOUNTS & HR EXECUTIVE** - Shriram Coconut Products Ltd., Batlagundu • (2017 – 2022)
  - Payroll
  - Employee Management
  - Employee Records Management
  - Cash & Bank transaction
  - Purchase requirement
- **AUDIT ASSISTANT** - LSSM & CO., MADURAI ( MAR2022-SEP 2022)
  - GST filing.
  - TDS & TCS filing.
  - IT filing.
- **ACCOUNTS MANAGER**– Kodai Hill Crops Producer Company Ltd-Pattiveeranpatti Jul 2023 To Till Date Now
  - Handling Accounts Team
  - Employee Records Management
  - Vendor Management
  - GST Filing & IT Preparation Work
  - Finalization of Accounts.
  - Correspondence Work.

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## EDUCATION

- **BA ENGLISH** • ALAGAPPA UNIVERSITY • (2016 –2019) -55%
- **HSC** - HOLY CROSS GIRLS HR.SEC.SCHOOL,BATLAGUNDU • 2012- 60%
- **SSLC** - HOLY CROSS GIRLS HR.SEC.SCHOOL,BATLAGUNDU • 2010 – 73%

## PERSONAL SKILLS

- Flexible and adaptable to changing organizational needs.
- Quick learner
- Convincing Interpersonal and Communication skills.
- Good Analytical approach to problem solving.

## HOBBIES

- Surfing through internet.

## PERSONAL DETAILS

Father's Name : M.Ramakrishnan

Husband's Name : D. Surendar

Date of Birth : 14.05.1995

Sex : Female

Nationality : Indian

Marital Status : Married

Languages : English, Tamil

## DECLARATION

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

Place:

Yours Sincerely,

Date: