



**Niranjana.R**

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➤ **Career Objective**

- To Secure a responsible career opportunity to fully utilize my training and skills, while making a significant
- Contribution to the success of the company.
- Surely like to contribute up to the bottom line of the company.

➤ **Personal Details**

**Father name** : P.Ravi  
**Date of birth** : 5<sup>TH</sup> January 1995  
**Address for communication** : No.8/11, Nagaththamman koil street  
Choolai pallam,MGR nagar,Chennai-600078  
**Nationality** : Indian  
**Marital status** : Married

➤ **Educational Qualification**

Institute	Course	Year of Completed	Percentage Scored
Madras University	M.com	2017	58%
MOP Vaishnav college for women	B.com	2015	55%
Lady Sivaswamy Ayyar Girls' Higher Secondary School	12 <sup>th</sup>	2012	68%
Lady Sivaswamy Ayyar Girls' Higher Secondary School	10 <sup>th</sup>	2010	73%

➤ **Experience**

Company	Designation	Date of Joining	Date of Reliving	Years of Experience
Zolostays Property Solution Pvt Ltd	Senior Account Executive	July 2018	Jan 2021	2 Years 6 Months
Dhivyanaga Enterprises	Accountant	May 2017	June 2018	1 years 2 Months
<b>Total Years of Experience</b>				<b>3 Years 8 Months</b>



## ➤ Job Description and Responsibilities

### 1. Dhivyanaga Enterprises (May 2017- Jun 2018)

- Entered Purchase and Sales Orders
- Entered Purchase and Sales Orders
- Maintain Expenses details
- Maintain cash receipt and payment details.
- Entered bank receipt and payment details
- Reconciling Bank Statement
- Coordinating the work of the warehouse team

### 2. Zolostays Property Solution Pvt Ltd (July 2018- Jan 2021)

- Cash Handling (Cash flow bills submission & verification thru Happay dashboard)
- Expenses, Assets payment (Online payment Transaction thru ZAPS) & Assets verification.
- Maintain Monthly Expenses & Assets Trackers (Both cash & Online payments)
- Monthly expenses statement & Vendor Ledger reconciliation
- Utility payments (Electricity, Water, Internet & DTH monthly charges)
- Coordinating with Other Teams, Head office & Vendors

## ➤ Achievements

- Represent national level basketball game.
- Participate School Games Federation of India sports meet.
- 3rd place - Women's Nationals
- 1st place – All India Inter University Basketball Tournament

## ➤ Computer Knowledge

- MS Office – MS Word, MS Excel, MS Power Point
- Tally ERP.9
- DTP

## ➤ Hobby

- Reading Books
- Writing Tamil Poems
- Making Others to Laugh

## ➤ Language Known

- English (Read, speak Write)
- Malayalam (Speak only)
- Tamil (Read, speak Write)

## ➤ Declaration

- I do hereby declare that above particulars of information and facts stated are true, correct, and complete to the best of my knowledge and belief.

➤ **Date:**

➤ **Place:** Chennai

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(R. NIRANJANA)