

CURRICULUM VITA

ARTHI DEVI R.T
CHENNAI, TAMIL NADU.

EMAIL ID : arthidevi1980@gmail.com
MOBILE : 9962153026

CAREER OBJECTIVE:

SEEKING TO ACHIEVE A RESPONSIBLE POSITION IN A REPUTED ORGANIZATION WHERE I COULD APPLY ALL MY KNOWLEDGE AND CAN BE PART IN THE GROWTH OF THE ORGANIZATION.

EXPERIENCE HISTORY:

VJR developers (June 2015 to Till date) - Purchase cum Accounts Executive

Raveen homes (January 2014 To May 2015) - Accounts Executive

Khurinji Homes Pvt. Ltd.,(February 2013 To December 2013) - Accountant Assistant

Roles & responsibilities:

- Purchase , Sales, Payment , Receipts, Petty Cash, GST, TDS Monthly, Salary Statement and BRS In Tally Entry,
- Preparing tax invoice, petty cash statement, and outstanding statement for debtor & creditor by weekly basic.
- Coordinating with audit for filling annual returns for the company and partners accounts
- Document preparation for registration

MAX Academy for Excellence (June 2010 to January 2012) Receptionist Cum Accounts Assistants

Land Marvel Homes (July 2007 to December 2009) - Sales Admin – Executive

Alfa Computers (January 2003 to May 2007) - Receptionist cum Accounts Assistants

Pictoria Entertainment (January 2001 to December 2002)- Receptionist

PRAKUTHI MARKETING – (November 1998 To October 1999) - Receptionist

ROLES & RESPONSIBILITIES:

- Attending to the phone calls , collecting fee from students
- Entry in tally, sales tax file
- Coordinating for the programme conducted by the education trust.
- Handling To The Sale Enquires

ACADEMIC PROFILE:

B.COM (MADRAS UNIVERSITY) : YEAR PASSING 2002

H.S.S.C – Morning Star Matriculation Higher School, Chennai: YEAR PASSING 1997

S.S.L.C - Arputharaj Matric Higher Secondary School, Chennai: YEAR PASSING 1995

TECHNICAL QUALIFICATION:

MS WORD, MS EXCEL, TALLY PRIME

PERSONAL PROFILE

DATE OF BIRTH : 3RD JULY 1980

AGE : 41 YEARS

GENDER : FEMALE

HUSBAND NAME : SDA. VIJEY KRISHNAN

MOTHER TONGUE : TAMIL

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH AND TAMIL

ADDRESS : F1, Niroopa Apartments,
No.30 Muthayal Street,
Alandur, Chennai -600016

DECLARATION

I hereby acknowledge that all the details provided above are true to the best of my knowledge.

Date:

Place: Chennai

(R.T.ARTHI DEVI)