

# MURALI S

7871278571

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56/30 CIT NAGAR 3<sup>RD</sup> MAIN ROAD T.NAGAR CHENNAI -17

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## SUMMARY

I truly enjoy both life and work, prioritize work-life balance, find fulfillment in my career, and cultivate a positive mindset. Focus on building healthy relationships managing stress effectively, and appreciating the small joys of life and work. Setting clear boundaries between work and personal time, taking breaks, and engaging in hobbies can help achieve a balance of Life and work

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## SKILLS

Always Positivity	Office Organization	Problems solving
Time management	Book keeping	Sales & Marketing
Tally erp9	communication	Risk Taking
Computer Skills	Flexible & Adaptable	Decision -Making

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## PROFESSIONAL EXPERIENCE

**SMT.VASANTBEN CHANDUBHAI SHAH MATRICULATION SCHOOL**

**June 2022 - Present**

**43/Venkatnaryana Road T.Nagar Chennai-17**

### **Admin + Accounts Assistant**

An Administrative Assistant provides comprehensive support to an organization by handling a wide range of administrative and clerical tasks. They ensure smooth office operations by managing schedules, coordinating meetings, handling correspondence maintaining records, and supporting other employees.

**Guna Sekaran Hospital Pvt ltd**

**October 2021 - April 2022**

**1, Crescent Park St, T. Nagar, Chennai, Tamil Nadu 600017**

### **Accounts Assistant (Intern)**

- Financial Reporting: Preparation of financial statements, balance sheets, income statements
- Reconciliation: Performing bank and account reconciliations
- Data Entry: Accurate and efficient entry of financial data
- Ledger Management : Maintaining and updating ledger,including customer and vendors ledgers

### Educational Qualification

- **Government Arts College For Men (Autonomous)**

**2021-2022**

B.Com (Corporate Secretary ship) (Overall Grade =D)

### **Languages**

- Tamil
- English

## DECLARATION

I Confirm that all information provided in this resume is true and accurate to the best of my knowledge

**Signature**