

CURRICULAM VITAE

S. KIRUTHIKA

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OBJECTIVE:

Seeking a position to utilize my skill and knowledge acquired over my academic and professional studies and practical exposure in that offers professional growth while being resourceful, dynamic and flexible.

PROFESSIONAL QUALIFICATION:

IWCAI (INTER) - Qualified in December 2009

SUMMARY OF ACADEMIC PROFILE:

1. B.COM APPLIED COMMERCE

University : Seethalakshmi Ramaswami College, Tiruchirapalli.

Bharadhidasan University

(2007-2010)

Class obtained : Distinction (84.33%)

2. Bachelor of Education

University : Savitribai Phule Pune University , Pune.

Class obtained : "O" Grade

SCHOOL EDUCATION:

1. XII Standard

Institution : Boiler Plant Girls Higher Secondary School.

Board : Board of Higher Secondary Examination.

Marks obtained : 84 %

2. X Standard

Institution : Boiler Plant Girls Higher Secondary School.
Board : Board of Secondary Education.
Marks obtained : 81 %

COMPUTER SKILL:

MS-Office

OTHER SKILLS:

Completed Type Writing - Higher and Lower in English.

EXPERIENCE PROFILE:

Worked as an English and Maths teacher - primary section for a period of 6 months in Ryan international school , Nasik, Maharashtra

Worked as an English teacher - Primary section for a period of 6 months in Gurukul school of Excellence. Jodhpur, Rajasthan .

Underwent Industrial Training in Finance Department (Income-tax Section) in

M/s. Neyveli Lignite Corporation Limited,

Neyveli - 607 801

from 22nd August 2011 to August 2012

Role and Responsibilities

- Filling the Income Tax appeal Forms (Form No. 35 – Appeal Before CIT (A) / LTU and Form No. 36 – Appeal Before ITAT, Chennai)
- Drafting Statement of Facts and Background of Appeal in the case of appeal before CIT and for other Ground of Appeal

PERSONAL PROFILE:

Gender : Female
Date of Birth : 02-06-1989.
Marital status : Married
Languages Known : English, Tamil , Hindi
Nationality : Indian
Husband Name : P. Velayudham

Residential Address : 505/3 DJ Enclave,
Air force station, Ratanada
Jodhpur, Rajasthan
Pincode: 342011

DECLARATION:

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

Place : Jodhpur

Date : 24/06/2023

Yours Truly

(S. KIRUTHIKA)