

L. ATHINA

No:19, Murugan Koil Street,

Devanampattinam, Cuddalore – 607001

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Objective:

To secure a responsible position in a professionally managed and growing organization, where I can utilize my knowledge and skills effectively, contribute to organizational success, and achieve professional growth in a competitive business environment.

Work Experience:

Accounts Executive – D6 Hospitality Ventures Private Limited Nov 2025 – Present

**Accounting Associate – Arcot Woodlands Hotel (A Unit of Gnan Hotels), Cuddalore
Jan 2022 – Oct 2025**

Key Responsibilities:

- ❖ Managed cash collections from multiple outlets.
- ❖ Reconciliation and verification of cash with IDS/Food Engine/Hotel Desk.
- ❖ Preparation and submission of daily cash reports to stakeholders.
- ❖ Weekly dispatch of bills to companies.
- ❖ Salary statement preparation and disbursement.
- ❖ Fund management and petty cash handling.
- ❖ Integrated purchase and sales data with Tally from IDS.
- ❖ Posted expenses entries into appropriate ledgers.
- ❖ Follow-up with debtors for timely collection.
- ❖ Entered and reconciled bank transactions in Tally.
- ❖ Prepared MIS daily reports and financial reports.
- ❖ Handled vendor queries and ensured smooth transactions.
- ❖ Managed timely and accurate GST return filings (GSTR-1, GSTR-3B).
- ❖ Reconciliation of GSTR-2B with relevant purchase records.
- ❖ Preparation of Fund Flow & Cash Flow
- ❖ Assisting with consultants for EPF & ESI filing.
- ❖ Handling expense vouchers & other documents.

Academic Profile:

Class	Institution	Board	Year of Passing	% Marks Obtained
M.com	C.Kandaswamy Naidu College for Women, Cuddalore.	Thiruvalluvar university	2020	80%
B.com	C.Kandaswamy Naidu College for women, Cuddalore.	Thiruvalluvar university	2018	77%
HSC	St.Annes Girls Hr.Sec.School, Cuddalore.	State Board	2015	84%
SSLC	St.Annes Girl's Hr.Sec.School,Cuddalore.	State Board	2013	85%

Project Work (M.Com)

Title: A Study on Employee Welfare at SOLARA ACTIVE PHARMA SCIENCE LTD., Cuddalore

TECHNICALSKILLS:

Tally Prime, Ms.office

PERSONAL PROFILE

Name : L.Athina
Father's Name : Lakshmanan
Gender : Female
Date of Birth : 26-12-1997
Marital Status : Unmarried
Religion : Hindu
Languages known : Tamil and English

DECLARATION:

I hereby declare that all the information furnished above is true,correct and complete to the best of my knowledge and testimonials.

Place:

Yours Faithfully

Date:

ATHINA.L