

# Keerthikaa Thiyagarajan

## Executive Accountant



### CONTACT

☎ 91501 11814

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### SUMMARY

Seeking a role that can utilize my knowledge and skills to the best of my ability bring success to the organization. I would also like to invest my time to learn new things and upgrade my skills.

### WORK EXPERIENCE

Executive Accountant- 8 Months  
(thinkusnow outsourcing company)

- Monthly Accounting Reconciliation (Handling for 19 companies located in Texas- North Austin)
- Bookkeeping in Quick Books Software
- Weekly and Byweekly Payroll for 10-11 companies.
- Projects worked for 6 months Bookkeeping within a month.
- Handling data for all 19 companies.

### ACHIEVEMENTS

Scored Centum in Computer Applications at 11th Grade.

President of the college during the final year.

### EDUCATION

- B.Com (Computer Applications)  
Shri Sakthikailassh Women's College.  
Passed Year: 2023 | CGPA: 8.1
- Higher secondary  
Holy Angel's Matriculation Higher Secondary School  
Passed year: 2020 | 86.8%
- Secondary  
Bala Gurukulam Matriculation School  
Passed year: 2018 | 92.8%

### SKILLS & CERTIFICATIONS

- Certificated in Tally ERP Software.
- Sound Good knowledge in Quickbooks software.
- Completed Senior Grade in English Typewriting.
- Junior Diploma in Computer Applications in TICE INFO TECH.

**Yours truly,**  
*T.Keerthikaa*  
**T.KEERTHIKAA.**