




MUTHU NAYAGI S

COMMERCE GRADUATE

 **DOB:** 09/09/2003

CONTACT

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-  26A, Middle street,
Pothigaiadi, Papanasam,
Tamil Nadu – 627425

EDUCATION

- Master of Commerce (M.Com) – Completed with 89%
Thiruvalluvar College, Papanasam
- Bachelor of Commerce (B.Com) – CGPA: 8.27
Thiruvalluvar College, Papanasam
- Higher Secondary (12th Standard) – 521 / 600 (86.3%)
St. Mary's Higher Secondary School, Vikramasingapuram
- SSLC (10th Standard) – 410 / 500 (82%)
PLWA Higher Secondary School, Vikramasingapuram

AWARDS & CERTIFICATIONS

- Typewriting (English) – Passed Junior and Senior Grade with First class.
- Hindi – Completed BA & Diploma Course
- Tally – Completed Tally Accounting Course
- SPSS – Completed SPSS Statistical Software Training
- Yoga – Achieved District Level Certificate in Yoga



PROFILE

Motivated and dedicated commerce graduate completed M.Com, with a strong academic foundation in accounting and finance. Completed B.Com from Thiruvalluvar College, Papanasam. Possess basic practical exposure through project training at Vairavathan and Co Auditor Office, where gained knowledge in accounting documentation and financial record handling. Skilled in Tally, MS Excel, and MS Word. A quick learner with good communication and organizational skills, seeking an opportunity to start a career in accounting or finance and contribute effectively to organizational growth while enhancing professional knowledge.



SKILLS

- Tally (Basic Accounting) – Ledger creation, voucher entry, basic accounting records handling
- MS Excel – Basic formulas, data entry, simple financial data management
- MS Word – Document preparation, formatting, and report creation
- Accounting Fundamentals – Basic knowledge of accounting principles and financial records
- Financial Documentation – Handling bills, vouchers, and basic accounting documents
- Communication Skills – Basic professional communication and teamwork



LANGUAGE

- Tamil
- English
- Hindi