

RESUME

69,Hommadevana halli,
Gottigere,Bangalore south,
Near.Rama Temple,Bangalore-83.
Mobile: 9840589245
ganeshm80@yahoo.com

M.GANESH

Objective:

To contribute for the development of organization and my self by applying the skills learnt during the course of my education at work.

Professional profile:

An ambitious professional specialized in Human Resources and knowledge of the planning and analyzing and accounts payable executive and gain experience into accounting field to grow with the organization and achieve its goal.

Work Experience:1

01st Dec 2020– Till date at Sre Kateel Industries as Account & Admin exe.

Job Profile:

- ◆ Maintain day to day books of Accounts in Tally
- ◆ Maintain Journal Entry, Sale, Purchase & cash voucher entry.
- ◆ Maintain all Accounting voucher entry.
- ◆ Maintain cash transaction & petty cash book, preparing cash.
- ◆ Maintain Petty Cash Book & Internal Audit
- ◆ Process monthly expense reports with supporting documents.
- ◆ Prepared E-Invoice, E-Way Bill and Delivery Challan.
- ◆ Assist Senior to upload GST , TDS
- ◆ Perform daily cash voucher entry of accounting and weekly perform checking and updating.
- ◆ Mail the invoices to the regarding clients.
- ◆ Reviewing invoices and checking to avoid any errors.
- ◆ Matching invoices and setting up same for the payments.
- ◆ Maintaining the official files & worker details.
- ◆ Maintaining vendor files & regular sales invoices & purchase bill & cash voucher.
- ◆ Preparing salary statement and workers over time calculation.
- ◆ Managing the holiday and Keep staff attendance reports.
- ◆ Preparing monthly reports and assisting in month end closing.

Work Experience:2

23rd July 2014 – 31st March 2019 at Abloy high security locks pvt Ltd as Admin Executive.

Job Profile:

- ◆ Planned and managed day to day office operations.
- ◆ Processing of all the payroll on a monthly basis.

- ◆ Managing the holiday and Keep staff attendance reports.
- ◆ Set up meeting rooms and prepared presentation materials.
- ◆ Managing all business enquiries via phone, email.
- ◆ Arranged all small event/meeting logistics,including facilities,audio-visual,catering,etc.
- ◆ Responsible for electrical,electronics and mechanical maintenance and repair.
- ◆ Maintained office reception, housekeeping & Securiti etc.
- ◆ Ordering and maintaining office supplies of Stationery and equipment and furniture.
- ◆ Arranging with couriers, dispatch teams and managing the post in and out.
- ◆ Ensure payments of utility bills.
- ◆ Manage petty cash
- ◆ Process monthly expense reports with supporting documents.
- ◆ Preparing Quotation and purchase order and processed invoices.
- ◆ Responding to customer enquiries and complaints.
- ◆ Accurately maintain customer database
- ◆ Maintaining & updating files and filing system.

Work Experience:3

15th Dec 2010 –30th June 2014 at Nature fresh cold storage pvt Ltd as Warehouse Manager.(Frozen food).

Job Profile:

- ◆ Responsible for Warehouse functions, full Receipt of goods, Despatches and stock maintaining, Directly Reporting to MD.
- ◆ Manage Transport, Delivery driver and Warehouse staff and Security.
- ◆ Responsible for conducting warehouse meetings.
- ◆ Consulted with clients and regarding warehouse delivery orders and arranged for delivery.
- ◆ Supervised and coordinated daily activities of workers engaged in product movement for handling,receiving,loading,unloading,transporting,stacking,order filling.
- ◆ Preparation of batch wise stock report daily, weekly, monthly.
- ◆ Accountable for stocks from dispatches, delivery, and billing.
- ◆ Responsible for the warehouse security and accountability.
- ◆ Respond to email enquiries from the general public.
- ◆ Monitored staff activity for performance and efficiency.
- ◆ Preparing Quotation and purchase order and processed invoices.
- ◆ Maintaining the calls and customer complaint regarding the cheques and payment.
- ◆ Legal agreements and procedures to be followed on time.
- ◆ Coordinating racking and storing.

Work Experience:4

12th August 2003 – 08th Nov 2008 at Vasanth & Co as sales Incharge.

Job Profile:

- ◆ Job involves Customer contacts selling consumable products.
- ◆ Dealing work force and office staff coordinating sales team.
- ◆ Responsible for Cash handling and stock maintaining.
- ◆ Account check with Daily income and expenses amount.
- ◆ Verified for Account Ledger Book.

Academic proficiency:

- ◆ **M.B.A.,** (Master of business administration)
Dhana College, Chennai (Dec 2007)
- ◆ **B.B.A** (Bachelor of business administration)
SCP Jain College, Minjur (April 2002)
- ◆ **HSC** (Higher secondary)
D.R.B.C.C.C Higher secondary school, Perambur, Chennai (March 1999)
- ◆ **S.S.L.C** (Secondary school)
Sri Arangiah Naidu High School, Chennai (March 1996)

Computer proficiency:

- ◆ D.C.A (Diploma in computer Application) (BCC, DOS, Word star, Lotus 123,basic, D- basic111+)
- ◆ B.C.A (Business in computer Application) (Ms-word, Ms-excel, Ms-PowerPoint)
- ◆ Working knowledge of INTERNET
- ◆ Knowledge of Tally Prime 2.1

Project:

- ◆ A study on safety measures provided for employees in allied polymers private limited Chennai from April 2007 to June 2007.
- ◆ Brand awareness & preference of CD player in Chennai from June 2001 to April 2002

Extra- curricular activities:

- ◆ Have won college level certificate in sports, NSS
- ◆ Interested in carom, chess, music

Personal profile:

Father Name	: Mani. V
Date of Birth	: 23 rd Dec 1980
Nationality	: Indian
Religion	: Hindu.
Marital Status	: Married
Language Known	: Tamil, English,kannada.
Permanent address	: # 385, 4 th Cross Golden Street, Masilamaneeswarar Nagar, Thirumullaivoyal, Chennai – 600 062

Declaration:

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

Place: Bangalore

GANESH. M

Date: