

## **SURESH B**

S/o. R.S.Balasubramaniam (Late),

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Mobile :8072857832

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### **Personality Traits:**

- Open to any challenging work, Smart work and Willing to Learn.
- Optimistic and Efficient

### **Work Experience :**

#### **1. Chakradhara Aerospace & Cargo Pvt Ltd- (LCC)**

Internal Controller (2016-2023) :

- Surprise inspection to Agency and Branch offices and verify all the records Booking, Delivery & Daily Remittance etc.,
- Physical Stock Verification
- Pending Delivery Verification
- Money Receipts verification.
- Daily cash collection Verification
- Branch/CP Sales and Receipts Reconciliation
- Ex-Agent Full & Final settlement Reconciliation.

#### **2. ARC Parcel Service Private Limited**

Branch Audit Incharge (2007-2016):

- Preparing Audit Tour Programme for Periodical Inspection.
- Receipts of Audit Reports and enquire all discrepancies.
- Surprise inspection to Agency and Branch offices and verify all the records Booking, Delivery & Cash Receipts and Pod's.
- Daily Payment Collection follow up.
- Ex-Agent Settlement Follow up.

**Educational Qualification:**

Examination	Institute/School	University	Year of Passing	Percentage
MBA(Finance)	Distance Education	Bharathiar University	2012	57%
B.com(Computer Application)	Maharaja Arts & Science College,CBE	Bharathiar University	2007	65%
12 <sup>th</sup>	Govt Boys Hr.Sec.School, CBE.	-	2004	68 %
10 <sup>th</sup>	Govt Boys Hr.Sec.School, CBE.	-	2002	68 %

**Skills & Knowledge :-**

- Proficient in working on MS offices (Word, Excel,Power Point)

**Personal Profile :**

Date of Birth : 05.05.1987.

Age : 36

Martial Status : Single.

Nationality : Indian


I hereby confirm that the information given above is true and fair to the best of my knowledge and belief.

Thanking You,

Place : SULUR, CBE

Date : 14/10/2023

With Regards,

  
(B.SURESH)