

CURRICULUM VITAE

KRISHNAMURTHY.V

No.1,4th Street,Periyar Nagar,
Irumbuliyur,West Tambaram,
Chennai-600045
Mobile- 919884930759
Email id -Cvkrish98@gmail.com

CAREER OBJECTIVE

Seeking a position where I can utilize my knowledge, abilities and personal skills while being resourceful, Innovative and flexible that offers professional growth along with the organization and to have a growth oriented and challenging career and enhance my experience through continuous learning and teamwork.

QUALIFICATION

MBA Finance from D.G.vaishnav college, DDE (Pondicherry University) secured 58% in 2015

BA Economics from D.G.vaishnav college, (Madras University) secured 65% in 2011

JOB EXPERIENCE

CRYOGENIC ENGINEERS PVT LTD, Chennai

Admin & Accounts, Sep 2020 – Jan 2024

- Maintain and update to Growsmart Software for the status of accounts receivables and payables.
- Monthly reports update to management for Employees leave policy attendance reports,Preparation for salary statement report.
- Proforma Invoice, Estimation, Quotations, Sales Invoice, Purchase Invoice verify monthly wise
- Reconcile all bank accounts and resolve all issues in processing the financial statements.
- Banking procedure coordinates with bankers like cheque deposits,RTGS,NEFT,FD Other OD, Loan etc.
- Employee Group Insurance, Board Directors Insurance, Commercial and officialVehicles Insurance Follow Up Renewals.
- Statutory Taxation Coordinate with Team and follow ups GST,TDS,ESI,EPF.
- Responsible for receiving and verifying bills and requisitions for goods and services.
- Assist audit activities.
- Preparing Admin related Purchase order, Work Order create and rate negotiation.
- Prepare, send and store the record of invoices on time. Physical Stock Inward &Outward Statement Cross Checking month wise.
- COOrdinate with Accounting Consultant, Company Scretaryship, Auditors, IT team.
- Yearly renewal of Admin AMC Vendors agreements follow ups.

- Update internal accounting databases and spreadsheets for Outstanding supplier, contractors, vendors payments.
- Process general administration functions & new implementations procedure etc.
- Evaluate all agreements like Vendor Registration Forms And invoices and organize customer AMC contracts.
- Maintain and manage monthly journals, update entries and maintain sub-ledger.
- Overall MIS reporting to Managing Directors & BoardDirectors.

4K TRAVEL SOLUTION, Chennai

Admin & Accounts, Feb 2019 – Aug 2020

- Customer focus on selling international Hotels corporate bookings.like International USA,Australia,Canada
- Direct hotels contact and rate negotiation for the sales team.
- Handling Customer Escalation & issues resolving problems.
- Ensured The Team was always achieving the Target.
- Handling Domestic & International Operation
- Hotel and Apartment Bookings for corporate clients.
- Maintaining and validating the client's database up-to-date.
- Sale Invoice & Purchase Invoice billing to clients, and accounting & taxation.

TATA CONSULTANCY SERVICES, MEA PSK PROJECT, Chennai

Citizen Service Executive, Dec 2013 – Jan 2019

- Processing the applications whether all supporting documents are available as per Government policy. Follow the process guidelines and adhere to SLA standards defined by Project Manager.
- Participate in the project kick off meetings and share the innovative ideas/ suggestions.
- Dealing with citizens regarding passport, documents verification and handling all types of enquiries from citizens. Handling VIP applicants.
- Escalate customer queries and issues. Resolve customer issues Application details accepted through DPC channels into the system and upload the supporting documents.
- Preparing EOD report and update to MEA Online Software and File management. Support executive for Govt. officials.
- Preparing EOD reports and reporting to the manager.
- Submitting reports to RPO (Regional Passport Office).
- Preparing roasters and giving briefings to CSE's on latest changes in applications.
- Admin and accounts activities update to the business operation portal.

APOLLO HOSPITAL ENTERPRISES LTD. A UNIT OF APOLLO PHARMACY, Chennai

Branch Audit Executive, Jun 2012 – Aug 2013

- Review audit reports of internal and external auditors to monitor adequacy of scope of reports or to discover specific weaknesses in internal routines.

- Fmcg, Pharmacy stock /quantity checking, data of validation valuables verification for monitoring format.
- Stocks AR and AP update for systematic.
- Verification for Bill Invoices receipts, Credit Card Sale receipts, Manual Bill Invoice, Sales rough cash book checking in ERP tool on daily basis.
- MIS Reporting to the BOT Division Manager.

TRAINING & CERTIFICATION

- **Certificate course in Industrial Computer Accountant**
- **ERP (SAP Material Management Functional Consultant)**

TECHNICAL SKILLS

- **ERP** : SAP-MM, ECC 6.0
- **COMPUTER SKILLS** : MS-OFFICE, TALLY ERP 9

EXTRA CURRICULAM ACTIVITIES

- Stood secured runner Place in Junior Basketball in School level Team.
- Participated in the Inter college NSS Program award Special Prize.

PERSONAL DETAILS

Name	- Krishnamurthy
Father Name	- Venkatesan
D.O.B	- 30.12.1990
Marital status	- Married
Nationality	- Indian
Languages Known	- Tamil & English
Hobbies	- Listening Music, Mediation
Address	- No.1,4th Street,Periyar Nagar,Irumbuliyur,West Tambaram, Chennai 60045
Passport number	- P5392170

DECLARATION

I hereby declared that all the above information is true to the best of my knowledge & belief.

Date:

Place: Chennai

V KRISHNAMURTHY

Krishnamurthy V
Plot No.1,4th Street, Periyar Nagar,
Irumbuliyur, West Tambaram,
Chennai-600 045.

Dear Sir/Madam,

I wish to apply for the position in Administration & Accounts or Operations or in Human Resources. I have enclosed my CV for your consideration.

I have more than Ten years & Eight months experience in industry in various departments.

Hope you will consider my application in view of my educational qualification and experience.

I am available for an interview of your convenience to review my portfolio and talk about career opportunities at your esteemed organization. I look forward to hearing from you soon.

Thanking you,

Yours truly,

Krishnamurthy V

9884930759