

S. Stalin

#18, Arunachalam Nagar, Vellisemmandalam, Cuddalore - 607 001.

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Objective:

Seeking middle level assignment in commercial functions with reputed organization.

Professional Summary:

- Experience of over 9 Years in Commercial Activities, MIS, Accounts Receivable and Payables.
- Started off as Commercial Officer at AMC Cookware India Pvt. Ltd. coordinating invoicing and deliveries with sales officers.
- At Nilkamal Ltd., had the exciting opportunity in being part of their newly launched Mattress Division. Adding new challenges and exposure in maintaining stock and its dispatch to dealers as a Depot Officer(Warehouse). Also handling commercial and account transaction and reporting to Zonal Manager through the Finance.
- Esterkote Pvt. Ltd., being a supplier of a key raw material to Auto Component Manufacturers provided varied interactions with key members at client locations and provided deep insight about manufacturing process and procedures at both own and client locations.
- Over the years through the above experience now have acquired capability handling Commercial Functions Individually.
- Acquired adequate knowledge in Credit Controlling, Administration and Team Handling.

Career Profile:

- AMC Cookware India Pvt. Ltd. (Cuddalore)
Commercial Officer - January 2010 to June 2011
- Nilkamal Ltd. (Mattress Division, Chennai)
Depot Officer(Warehouse) – July 2011 to August 2014
- Esterkote Pvt Ltd. (Chennai)
Commercial Officer - Since September 2014 and Still August 2021

Academic Credentials:

- Bachelor Of Arts (B.A) – St. Joseph College Of Arts & Science (Cuddalore).

Completed – April 2007

- Master of Business Administration (MBA) – Annamalai University (Regular).

Completed – April 2009

Skills and Languages Known:

- ✓ Tamil & English
- ✓ SAP/Tally
- ✓ MS Office
- ✓ General Computer Access

Areas of Exposure & Expertise:

- Understanding data, maintaining and scrutinizing statutory books of accounts, journal, cash/bank book and subsidiaries as per norms and compliance.
- Verifying physical stock and reconciliation, statement and stock movement.
- Maintaining fixed asset register.
- Cash management, records of inter unit transaction.
- Raw material purchase through vendors and suppliers.
- Payment collection deposit in the bank.
- Credit cash control .
- MIS Report
- Logistics co-ordination.
- Ensure dispatch end of the customer.
- Ensure proper documentation on payment and invoices
- Check all inward and outwards

Personal Details:

Name & Age: S. Stalin, 34 Years.

Permanent Address: # 18, Arunachalam Nagar, Vellisemmandalam,
Cuddalore – 607 001.

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stalinmba85@gmail.com

Date of Birth: 10/06/1987

Marital Status: Married.

Date & Place: Cuddalore

Sincerely
S. Stalin.