

# RESUME

**NAME: Bharathiraja.P**

## **QUALIFICATION & EXPERIENCE**

POST GRADUATE, 10 Years

### **Email:**

[bharathi.ap@gmail.com](mailto:bharathi.ap@gmail.com)

**Mobile : +91- 9080582821**

### **Present Address:**

No.68/B,Moopanar Kovil Street,  
Uppiliapuram POST,Thuraiyur TALUK,  
Trichy DISTRICT, PIN 621011

### **Permanent Address :**

No.68/B,Moopanar Kovil Street,  
Uppiliapuram POST,Thuraiyur TALUK,  
Trichy DISTRICT, PIN 621011.

### **Personal Details:**

Father's name : Periyasamy.A

Mother name : Amutha.P

Date of Birth : 29.06.1982

SPOUSE NAME : Sudha.B

SEX : Male

Nationality : Indian

Marital Status : Married

Languages : Tamil, English.

Blood Group : B+ ve

### **AREA OF INTEREST:**

Admin Officer.

Human Resource.

Client Relationship Manager.

Internal and External Audit.

### **EDUCATION QUALIFICATION :**

**Master of Arts in Transport Management at ST. Joseph's College of Arts and Science at Trichy, in 2002-2004.**

**Bachelor of Arts in History at ST. Joseph's College Arts & Science at Trichy in 1999 - 2002.**

## **PREVIOUS EXPERIENCE**

**Worked as CLAIMT RELATIONSHIP MANAGER & ADMIN MANAGER**

**"MPM CHIT FUNDS PVT LTD" at Thuraiyur from JANUARY 06<sup>th</sup> 2011 to 31<sup>st</sup> AUGUST 2019.**

**Worked as SENIOR.HR.EXECUTIVE "OHM KNIT FASHION"**

**TIRUPUR From 02<sup>nd</sup> June 2004 to 31<sup>st</sup> July 2007.**

## **ROLES & RESPONSIBILITIES**

- **Pay roll process.**
- **lift License Renewal.**
- **Cash handling.**
- **Prepare the data and report for auditor (One Year data every year).**
- **Cash audit.**
- **Follow the Property Tax, Water Tax and paid.**
- **Travel Records.**
- **Maintaining leave records.**
- **Handling CHIT Software.**
- **Handling queries from all the associates regarding salaries.**
- **Handling Client queries.**
- **Audit Bills, Cheque, Vouchers and Document.**
- **Provide Customer and Client support.**
- **Follows the all rental agreement Renewals, Payment, Bills and maintaining.**

## **TECHNICAL SKILLS**

- **MICROSOFT OFFICE.**
- **MICROSOFT EXCEL.**
- **INTERNET.**

## **STRENGTH**

- **LEADERSHIP QUALITY.**
- **DECISION MAKER.**
- **FLEXIBLE TO WORK.**

## **DECLARATION:**

I here by declare that all the information given above is true to the best of my Knowledge and belief.

Yours Sincerely,

**(BHARATHI RAJA.P)**