

B. PRABHUKUMAR

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OBJECTIVE:

Results-driven professional with extensive experience in backend operations, account management, sales, and customer service. Proven ability to streamline processes, manage teams, and cultivate strong relationships with stakeholders. Eager to contribute expertise to a dynamic organization.

WORK EXPERIENCE

Go Fashion India Limited.,

Nov -2022 – Present

Designation Sr. Executive in Corporate Office

- Led front-end teams and Area/Regional Managers, resolving complex store-related issues and fostering collaboration.
- Communicate with other departments to resolve accounting-related issues
- Drove solutions for operational challenges, overseeing attendance management and verifying store expenses (rental, electricity, etc.).
- Spearheaded new store technology implementation, empowering ARMs with problem-solving strategies (within 1-week SLA).
- Ensured timely processing for across pan India branch bill payments.
- Managed rental escalations through agreement reviews and secured executive approvals.
- Facilitated customer engagement initiatives (GV coupons, discount programs).
- Resolved communication and financial concerns between Regional Managers, store vendors, and landlords.
- Conducted sales growth and new store opening strategy meetings; managed document corrections (TA/DA, petty cash audits, etc.).
- Maintained the Pan India Ebo Stores Administration in Corporate Office
- Prepared the consolidated Mis Report for pan India stores to the management.

DM SOURCE EXIM

August 2021 – October 2022

Designation: Accounts Executive

- Managed document verification, processed purchase and sales entries, and prepared sales invoices and Bill of Lading documentation.
- Ensure all financial transactions are properly recorded and filed and reconciled bank statements and tracked stock levels.
- Prepared daily sales reports and balance stock summaries.
- Handled export documentation (E-way bills, insurance, Apta, EBRC, EGM, COO, Drip Capital).
- Reconcile invoices and identify discrepancies.
- Manage vendor payments and employee reimbursements.
- Handle petty cash reconciliation.
- Manage and update financial databases and spreadsheets like, Purchase, Sales and Inventory stock summary.
- Communicate with other departments to resolve accounting-related issues.

Designation: Supervisor

- Managed Employee Attendance sheet and submission.
- Managed daily labor and processed salaries.
- Monitored pond shrimp conditions (water levels, pH balance).
- Tracked prawn growth and ensured timely feeding.
- Administered medication to ponds based on daily assessments.
- Monthly Mis report Preparation and submission to superior

Sales Executive | TAPASYA MOTORS

March 2017 – September 2019

Designation: Executive of Sales

- Engaged with walk-in customers and managed vehicle sales.
- Performed system entries for customer visits and bike sales.
- Conducted customer calls and updated vehicle details for registration.
- Prepared bike insurance, conducted demonstrations, and explained vehicle features to customers.

EDUCATIONAL QUALIFICATION

B. Com General | Sir Theagaraya College | Chennai, Tamil Nadu, India | July 2012 – April 2015
Secured: 60%

HSC | S. K. P. D Her.Sec. School | Chennai, Tamil Nadu, India | June 2011 – March 2012
Secured: 59%

SSLC | S. T. C Her.Sec. School | Chennai, Tamil Nadu, India | July 2009 – April 2010
Secured: 65%

SYSTEM EXPOSURE

Honour Diploma in Computer Application | Chennai, Tamil Nadu, India | January 2014 – December 2015
Secured: 80%

Web Design | Chennai, Tamil Nadu, India | October 2014 – May 2015
Secured: 75%

Microsoft Office Exposure from institute and experience skills.

PERSONAL DETAILS

- Father Name: Mr. Prasad
- Language: Tamil, English, Telugu, Hindi
- DOB: 15/06/1994
- Married: Single

Place: Chennai

Date: []

Signature: [Prabu Kumar .B]