

J.JOHN PANDIAN

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PROFESSIONAL OBJECTIVE

Carrying substantial experience in Accounts,sales & marketing and customer relations in multi-cultural environments. A self-motivated individual characterized by quick response to changes with a high degree of analytical acumen and sales dexterity.

WORK EXPERIENCE

Employer: **HDFC Bank Ltd**
Experience: From Feb 2011 to Till date
Designation: Sales Officer (Branch Banking)

Product dealings:

- Current Accounts and Savings Accounts
- Investment products (FD, RD, etc)
- Non Resident accounts and products
- Insurance products
- Retail Asset products

Employer: **Omega Electronics**
Experience: Oct 2009 to Feb 2011
Designation: Accountant

Roles and responsibilities:

- Updating the day to day banking transactions in the system and BRS
- Entering all the vouchers and bills in the tally inventory module.
- Following up with the vendors for collecting the pending payments
- Maintaining the MIS on the all financial and non financial movements regards to the company.

Employer: **Axis Sales Ltd** (Subsidiary of Axis Bank)
Experience: May 2008 to Aug 2009
Designation: Sales Executive

Roles and responsibilities:

- Sale of retail assets- Personal Loan
- To meet the branch Personal Loan targets

Employer: **V-Serve**
Experience: Nov 2006 to Apr 2008
Designation: Senior Sales Executive

Roles and responsibilities:

- Sale of retail assets- Personal Loan for ICICI customers
- To meet the ICICI branch Personal Loan targets

Employer: **D Kalaivanan & Co**
Experience: June 2003 to Aug 2006
Designation: Audit Assistant

Roles and responsibilities:

- Writing the cash and bank books
- Reconciling the Daily Cash and bank's day end financials
- Filling of Sales Tax and Income Tax Returns forms
- Preparation of Bank Reconciliation Statement
- Maintenance of sales and purchase registers

ACADEMIC QUALIFICATION

- **Master of Commerce-(Final Year)** - Madras University, Chennai
- **Master of Business Administration (2011)** - Madras University, Chennai
- **Bachelor of Commerce** - University Of Madras, Chennai **(2005 – 2008)**

COMPUTER SKILLS

Operating Systems: Windows 2009 and Windows XP

Software: Tally 7.2 and Tally 9.0

Packages: MS Office

AMFI CERTIFIED

PERSONAL DETAILS

Father's name : G Jeyasingh

Date of Birth : 11th of April, 1986

Nationality : Indian

Languages : English and Tamil (Native language)

Hobbies : Playing Volleyball and Hockey

I hereby declare that all the information which has been provided above is true and best of my knowledge.

Thanking you

Yours Truly

(J. John Pandian)