

R.NIRMAL KUMAR

Contact Information

1/23-8 ,Surveyor Colony,
K.Pudur.Madurai-7.

Email Id : nirmalkumar.skyblue@gmail.com
Mobile No : 99527 50690

Career Objective :

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

Educational Qualifications :

Course	Name of the Institution	Board/ University	Year of Passing	Percentage/ CGPA
M.B.A (Finance & HR)	Hallmark Business School, Trichy.	Anna University, Chennai.	June 2014	6.3
Bachelor of Commerce	The American College, Madurai	Madurai Kamaraj University, Madurai.	May, 2011	51.5%
HSC	St Mary's Higher Secondary School, Madurai	State Board	March,2008	69%
SSLC	St Mary's Higher Secondary School, Madurai	State Board	April,2006	62.8%

Work Experience :

- ❖ Worked as **Accountant /Cashier** in Sakthi Db Technology(IT Database Training Center),Chennai From Sep 2019 to April 2020.
- ❖ Worked as **Hr Admin /Accountant** in Life Sciences Academy (Sajar Trust) ,Madurai From Jan 2019 to Sep 2019.(Run by Raks Hospital)
- ❖ Worked as **Hr Recruiter** in Apollo Hospitals Enterprise Ltd,Unit:Pharmacy For TN Region from April 2017 to Nov 2018.
- ❖ Worked as **Junior Assistant** in Manappuram Finance Limited From Mar 2016 to Feb 2017.
- ❖ Worked as **Accountant / Cashier** in Tata Motors Authorized Service Station "South zone Motors" From April 2014 to Feb 2016.

Technical Skills:

- ❖ Ms –Word ,Excel, PowerPoint.

- ❖ Tally-ERP,Paint & Photoshop

Work profile :

Key Learnings:

- ❖ Recruitment which includes Sourcing ,Screening & Selection. (Pre & Post).
- ❖ Preparing Daily Manual Books & Attendance, Salary ,Maintain Documents & Maintain Personal File.
- ❖ Preparing Sales Tax, Service Tax , ESI & PF.
- ❖ Billing ,Cash Handling & Stock Handling .
- ❖ To Know Accounts Entries In software(company software) .
- ❖ Gold Appraising & Interest calculations.
- ❖ Project Preparations & Submission(Online /Offline).

Personal Details:

Date of Birth	21.02.1991
Sex	Male
Father's Name	S.Ravindran
Marital Status	Single
Nationality	Indian
Languages Known	English & Tamil

Declaration:

I hereby assure you that the information furnished above is true to the best of my knowledge.

Date :

Place : Madurai

Signature

(R.NIRMAL KUMAR)