

# MATHAVARAJAN.A

## Address

4/909,kandhan st,  
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Virudhunagar.  
TamilNadu.

## Contact Number

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## E-mail

Mathavarajan8@gmail.com

## Personal Details

Date of Birth : 21 May,1995  
Father's Name :G.Arumugapandian  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Languages : English, Tamil.

## Objective

To seek a dynamic and challenging career in an organization and to find an environment where I can materialize my professional knowledge and interpersonal skills for the mutual benefit of the organization and myself.

## Academic Profile

- B.TECH [Information Technology] in **Sethu Institute of Technology**, Virudhunagar with **6.87 CGPA** under Anna University, Chennai. (2012-2016)
- HSC in **K.V.S Higher Sec School with 82.67%** (Mar 2012)
- SSLC in **V.P.P High School with 92.6%** (Mar 2010)

## Software Skills

<b>Operating System</b>	Windows7, 8
<b>Programming Languages</b>	Basics of C, Java
<b>Designing tool</b>	MS Excel, Photoshop Basic

## Personal Skills

- Loyal and disciplined.
- Good communication skills.
- Positive asset to the working environment.
- Good Team worker.
- Enthusiastic and can produce results under deadline constraints.

## Projects and Experience

- ❖ **Software Engineer Trainee at ICand software company( Dec – 2016 to Feb – 2017)**
- ❖ **Pay scale : 5000/Month**

**Project Title** : ERP software for Iyarkai Groups

**Project Description** :. This project deals with Inventory management and financial management of Iyarkai groups who is one of the oil manufacturing and trading company in Virudhunagar.

## Other Working Experience

➤ **Shop In Charge and Auditor at Isha Craft Pvt Ltd,Coimbatore ( Mar – 2017 to Sep – 2018)**

**Designation : Shop in charge**

**Pay Scale : 17720 CTC/Month**

**Nature of Role**

- ❖ Managing staffs in shop
- ❖ Generating sales report through Tally
- ❖ To manage stock level in shop
- ❖ Arranging stock taking and generating stock report
- ❖ Managing cash/card settlement
- ❖ Responsible for Stock in Shop
- ❖ Enhancing Sales and Stock level
- ❖ Customer handling

➤ **Accounting and Shop co-ordinator at Rakesh Super Market,Virudhunagar(Oct – 2018 to Apr - 2019)**

**Designation : Accounting and Shop co-ordinator**

**Pay Scale : 12000/Month**

**Nature of Role**

- ❖ Managing staffs in shop
- ❖ Calculate Salary and Make salary payment through Shop Owner
- ❖ To manage purchase entries in shop
- ❖ Make order for purchase
- ❖ Managing cash/card settlement
- ❖ Responsible for payment to parties
- ❖ Responsible for billing
- ❖ Customer handling

➤ **HR Executive at Solaimalai Enterprises, Coimbatore (Apr – 2019 to Till Date)**

**Designation : HR Executive**

**Pay Scale : 17905 CTC/Month**

**Nature of Role**

- ❖ Managing attendance works
- ❖ Screening profiles for relevant vacant
- ❖ Scheduling interviews
- ❖ Closing vacant within the deadline
- ❖ Documenting joining formalities
- ❖ Marinating Documents of employees
- ❖ Handling employees queries

### **Co-Curricular Activities**

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- Part time volunteer at Isha yoga center,Coimbatore
- Plant 45 sapling around my home town

### **Passion and Interests**

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- Blogging : I am the admin of two blogs
- Long drive, Photo shoot, Vlogging
- Keen to gather business ideas from all possible ways

**Place :** Coimbatore

**Date :**

(MATHAVARAJAN.A)