**M.HARISH KUMAR**

E-mail: [muni321@gmail.com](mailto:muni321@gmail.com)

Contact: +91-9940861381,7871239246

**OBJECTIVE**

Seeking a challenging technical position which will permit me to practice and expand my skill set and knowledge base and also contribute my work to your concern and to solve the industry to the best of my ability.

**WORKING EXPERIENCE**

**STORES IN-CHARGE (AUG 2016 – TILL DATE)**

**BAPUJI SURGICALS, HOSUR**

* Store & Despatch
* Inventory Control ,Raw Material Planning For Production
* Creating Purchase Order & GRN
* Updating Purchase And Journal Entries In Tally
* Production Inward And Outward
* Maintaining MIS Report
* Making Invoices & Eway Bill

**FINANCIAL ACCOUNTANT (APRIL 2015 – JULY 2016 )**

**LAXMI BALAJI AUTOMOTIVE PRODUCTS PVT LTD, HOSUR**

The company is ISO 9001:2008 certified Automotive industry for the Leading OEM companies. The company is mainly focused on production of sheet metal Pressed components and Fabricated parts for the Automotive and Other Sectors.

* Central Excise calculation
* Bank Reconciling.
* To make invoice
* Cash maintenance.
* All accounting entries in Tally.
* Maintaining of Debit and Credit books.
* Following of Payments with customer, making payment to suppliers.
* Inventory Management.

**ACCOUNTANT (FEB 2014- MARCH 2015) 1 year.**

**PETRA INFOTECH, HOSUR**

* Cash maintenance.
* All accounting entries in Tally.
* Maintaining of Debit and Credit books.
* Following of Payments with customer, making payment to suppliers.
* Banking Entries and Reconciling.
* Stock Control

**ACCOUNTANT ( AUG 2010 – JAN 2014 ) 3.5 years**

**POORVIKA MOBILES PVT LTD,HOSUR**

* Cash maintenance and Auditing in **ZONAL** level.
* Full control of Bills, Vouchers, Insurances
* All accounting entries in APX.
* Customers service Issues Follow-Up.
* Stock Control Follow-up.
* Maintaining of Debit and Credit books.

**EDUCATION**

**BACHELOR OF COMMERCE WITH (COMPUTER APPLICATION) – 2010**

**Institute**: Cherraan's Arts Science College,Kangayam.

Marks secured: 62%

HSC – 2007

**Institute**: John Britto Hr. Sec. School, Denkanikottai.

Marks secured: 77%

SSLC – 2005

**Institute**: John Britto Hr. Sec. School, Denkanikottai.

Marks secured: 66%

**EXTRA CURRICULAR ACTIVITIES**

Completed a three months course in “Diploma in computer application & tally in 7.2Hosur.

Course coverage: MS-office, internet, ms windows net, tally.

**STRENGTHS**

Good interpersonal and communication skills with strong service attitude

Quick in adopting new Environment

**PERSONAL INFORMATION:**

Name : M.Harish Kumar

Father’s name : M.Muniraj

Gender : Male

Date of Birth : 1-02-1990

Marital status : Married

Address : 2.3/14 M 22 Sunnambu Gb (Po), Hosur (Tk), Krishnagiri (Dt).

Languages Known : Tamil, English, Telugu, Kanada

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| **DECLARATION:**  I do hereby declare that the particulars of information and facts stated here in above are true to the best of my knowledge and belief.  Place: Hosur Yours sincerely,  Date: (HARISH KUMAR.M) |