

S. THIYAGARAJAN (B.COM GENERAL)
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CAREER OBJECTIVE

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

EMPLOYMENT HISTORY

<i>Company</i>	<i>Job Profile</i>	<i>Duration</i>
Tata Consultancy Services – TCS	Information process enabler	March 21, 2022 to Till now
Robin kansal and Associates	Audit Assistant	Sep 15, 2021 to Feb 28, 2022

JOB DESCRIPTION

Information process enabler: Tata Consultancy Services – TCS

- Knowledge on Citi Sanction Process.
- Handle monthly MIS data for Sanction process.
- Good Knowledge in Banking cash management process.
- Handles requirement for Citi Clients.
- Excellent understanding on customer focus team role in managing the customer
- Responsible for own learning and development with guidance from team leader / manager
- Handles data of a highly confidential and critical in nature.

Audit Assistant: Robin kansal and Associates

- Handle Audit for Jain Recycling Pvt Ltd .
- Verification of all documents includes sale, purchase, Maintenance, QA, Etc.
- Maintain monthly documents like Payroll, GST.

TECHNICAL EXPERTISE

- Ability to quickly adapt to changing dynamic environments
- Excellent analytic and problem-solving skills
- Structured with strong communication skills
- Ability to plan, organize and control workflow
- Ability to be a team player to work with team members and colleagues
- Able to perform under pressure and in a fast-changing environment

- Planning and Organizing
- Experience within or strong working knowledge of e-commerce retail
- The ability to handle confidential information and issues effectively and without breach of confidentiality
- Advanced Microsoft Office skills, particularly Excel and Power Point

EDUCATION

- Bachelor of Commerce - 2018 to 2021 – 70%
- Higher Secondary School - 2017 to 2018 – 91.33%
- Secondary School - 2015 to 2016 – 82.4%

CERTIFICATIONS

- Completed Tally ERP 9 with GST

PERSONAL DETAILS

Date of birth : 25.07.2001
Sex : Male
Languages known : English, Tamil
Nationality : Indian
Permanent Address : No.30/47,6th street, ezhil nagar, 'B' block, kodungaiyur, Chennai-600118.
Passport : Yes

ACKNOWLEDGEMENT

I hereby, declare that all the above given information is true to the best of my knowledge.

PLACE: Chennai

Thanks and Regards,

Thiyagarajan S