**SUMATHI.R**

Contact No: +919945157833

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# CAREER OBJECTIVE:

To build both my career and contribute to the overall growth of the organization I would work with.

# HIGHLIGHTS OF QUALIFICATION:

* Specialistwith hands on experience in the development of Microsoft control system.
* Knowledge and hands on Tally ERP 9, VB Script, Vat, Excise.

# TECHNICAL PROFILE:

* Material handling
* Embedded systems
* Process control
* Product sortation,
* Auditing the accounts
* General Administration

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# PROFESSIONAL OUTLINE:

* Worked together as a team to achieve and succeed in common goals and Targets.
* Ensured the achievement of production within the specified/Verified completion of targets assigned for self.
* Meeting the established requirements.
* Ensured and made sure that client specifications were met within specified timeline.
* Effective communication with the client so as to understand the needs of the customer
* Prepared monthly statement, handled petty cash& daily expenses.
* **Worked as admin and accountant in Tranz Mannequine Private Limited, Bangalore for a period of two years. ( Period from … To**
* **Worked as admin Aqua Cure systems ,Chennai for a period of three years – Period from To. – Job profile included Administrative responsibilities , payment receivables follow up, Sales Co ordination, Back end Support for Sales Team in generating Sales Calls and Quotations preparations etc.**
* **Worked in Blueclick office Automation India as Business Development Manager 6 Months.**

# ACADEMIC PROFILE:

* Completed B.A.ENGLISH in the year 2010 with an aggregate 60%.
* Completed higher secondary in the year 2006.
* Completed SSLC IN THE YEAR 2004 & HDCA Computer software Course in Chennai.

# PERSONAL INFORMATION:

Father’s Name : S.A . Raja

Address : Presentation House

#9 G Cross, Vengataramaiah Layout,

Ramurthynagar main road,

Banaswadi - 43

Date of Birth : 22-7-1990

Nationality : Indian

Languages : Fluency in English, Tamil and able to communicate Kannada as well.

# DECLARATION:

I declare that the above information is true to the best of my knowledge.

Place: Bangalore Signature

( SUMATHI.R)

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