**RESUME**

**M. SUDHAKAR**

Contact: 9176317025 No: 1707 EWSA, 58th  Street,

E-mail: sudhakarshivani1979@gmail.com TNHB Colony, Velachery, Chennai-600042

**OBJECTIVES:**

I would like to make best use of my acquired skills with an opportunity to improve on the same and contribute to the growth of the firm in every may I can.

**PROFESSIONAL QUALIFICATION:**

* Bachelor of Business Administration ( B.B.A)

**TECHNICAL SKILLS**

* Excel Maintain

**EMPLOYMENT HISTORY:**

* **L&T Infrastructure Development Protects Limited**( May 2006 to June 2016 )

**PROJECTS:**

**Professional Experience First Project**

Organization : L&T KishngiriThoppurTollway Limited

City : Dharmapuri, Tamil Nadu

Designation : Cashier

Period : May 2006 to Nov. 2009 L&T Toll Operation.

**Professional Experience Second Project**

Organization : L&T Chennai – Tada Toll way Limited

City : Chennai

Designation : Cashier

Period : Dec. 2009 to June 2016 L& T Toll Operation.

**ACCOUNT EXECUTIVE, BILLING & GENDRAL** **CASHIER Experience 10 years in Toll Operation in**

**L&T Infrastructure Development Project Limited.**

* Petty Cash handling
* Float money issued
* (POS)Point of sale
* Cash Voucher handling
* Daily Collection cash deposit to bank
* Cash Voucher Entry to System
* IOU Maintenance

**EXPERIENCE to BILLING CASHIER *VS HOSPITALS* CHENNAI**

**October 21/10/2017 to December 18/12/2020**

**CASHIER RESPONSIBILITIES**

* Morning take over cash from in front office.
* Yesterday cash collection and token summary check HMIS we finalized and sent to mail our billing manager & unit head also.
* We arranged all cash system wise check & manual wise check.
* Each and every note check then we receives the money.
* Ready to challan and handover to bank person.
* In case any bank person change, first photo proof list checked and ID card checked then inform to Billing Manager and Unit Head then Approved. Hand over to cash that person, that details sent by mail also.
* In HMIS front office raised OP bills and we collected the money.
* If any admission advance also collected.
* If OP and IP any refund amount we inform ot Op manager, Billing Manager then we process the refund amount.
* Cash payment vouchers also we follow with our HOD sign.
* Cheque and refund receipt maintain in file.
* Token summary also maintain in file.
* Finally every time we finish our shift time in HMIS we finalized tally cash.
* Next take over cashier checked manual wise cash and kept in locker.
* Return the Cash Declaration Slip.
* Proceed With Next Collector in the Queue.
* Complete the “Collection Details Sheet shift wise of Money.

**CASHIER CONSOLIDATION AND SAFE KEEPING:**

* Complete Cashier Consolidation Sheet
* Prepare Each Denomination as required by the bank
* Check the Total of each Denomination again the Summary of Cashier Prepare Consolidation Sheet
* Pack the Money in to Separated bags as per Denomination Kept into vault
* Check for any Clerical Mistake so that the Total to be banked in the same as money Received
* Ready to Money bags Kept in to Vault.

**CASH TRANSFER FUNCTIONS:**

* Cash shall Ensure the Cashier Room safe and Secure
* Notify the Casher that the transfer vehicle has arrived
* Positively identify through the Locked Glass Windows to Employ again the Lasted Valid Identification Photo Proof
* Allow the Vehicle to Enter in to the Cash Transfer
* Close the Door Behind the Vehicle
* Monitor the Security Cameras Where Possible

**PERSONAL DETAILS:**

Father Name : Mr.S. MeenakshiSundaram

Date of Birth : 10.01.1979

Gender : Male

Marital Status : Married

Nationality : Indian

Religion : Hindu

Languages Known : Tamil & English

Permanent Address : No. 1/371, 7th Street, Balaganesan Nagar, Redhills, Chennai- 600052

**DECLARATION**

I hereby declare that the above given information's are true to the best of my knowledge and belief.

Place: Chennai

Date: (M. Sudhakar)