

RESUME

CHANDRA M.

KGRA-B 21-A

Kairali Gardens, Thirumala P.O.

Thiruvananthapuram-695 006

KERALA

MOB:91+7736149122

Email-tvpm.nata@gmail.com

OBJECTIVE

- ❖ To be part of a progressive organization that gives scope to enhance my knowledge, skills, confidence and to achieve the goals while being resourceful, innovation with the combination of honesty, sincerity and hard work. Moreover to move along with a team destined for success and happiness.

PERSONAL DATAS

Husband Name	:	Somasundaram S
Date of Birth	:	27-05-1975
Sex	:	Female
Nationality	:	Indian
Language Skill	:	English, Malayalam & Tamil
Religion	:	Hindu
Hobbies	:	Reading, Writing, Music, Sports

WORK PROFILE

- ❖ Worked as **Accountant**, M/s. **Ramasubramania Iyer & Company**, Chartered Accountant Firm. (Overall Accounts May. 1996 to Nov. 2002)
- ❖ **Keltron - ITBG, Karakulam & Manvila**
Designation: Internal Auditor (Nov -2002 to Feb-2005)
- ❖ M/s. **Iyer and Mahesh, Architect Firm**
Designation: Manager - Accounts (Feb.2005 to Aug.2011)
- ❖ August 2011 to till date working as Facilities Manager in **College of Architecture**, Thinavila, Trivandrum.

JOB PROFILE

- ❖ Maintaining Accounts
- ❖ E filing of Central Excise and Sales tax Returns
- ❖ Bank Reconciliation.
- ❖ Purchases of Raw Materials
- ❖ The Other responsibility is to take care of the day to day operations of the company.

The day to day operations include:

- ❖ Customer issues: Assisting customers and responding to customer complaints requests, queries and comments.
- ❖ Sales issues: Findings new ways to improve sales, follows up for payments
- ❖ HR issues: recruiting, training, supervising, motivating and reviewing staff, preparation of staff attendance and salary statement.
- ❖ Inventory Issue: Maintaining stock levels, ensuring the quality of supplies and supervising the quantity, type and scheduling of orders.
- ❖ Co-ordination issues: acting as a link between management and staff.

EDUCATIONAL QUALIFICATION

<i>Course</i>	<i>University/Board</i>	<i>Year of Passing</i>	<i>Duration</i>
B.Com (Addl. Co-operation)	Institution of Distance Education, University of Kerala, Karyavattom Campus	2006 April	1 Year
ICWAI (Inter)	The Institute of Cost & Works Accountants of India	1999	
B.Com (Taxation)	University of Kerala, India	1996	3 Years
Plus Two	Board of Kerala Higher Secondary Education	1993	2 Years
SSLC	Board of Public Examination	1990	

COMPUTER PROFICIENCY

Packages : Proficient in MS Office 2003 & MS Office 2007
Accounting packages : Tally ERP 9.1

DECLARATION

I, Chandra M. hereby declare that all the details furnished above are true to be best of my knowledge and belief.

Yours faithfully

Place: Thiruvananthapuram

Date

CHANDRAM.