**RESUME**

**RajendraShekar.R** #447’10th cross, Mobile: +91-9353965078 Swarnasandra,

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**Email:** [rajendrashekars@gmail.com](mailto:rajendrashekars@gmail.com)

**EDUCATIONAL QUALIFICATION:-**

* 2006 Completed SSLC, KSEEB, Karnataka ( St.John’s School Mandya) aggregated percentage is 52.35%
* 2008 Completed SSLC PUE, Karnataka( Mandavya Pre-university College, Mandya) aggregated percentage is 69.34%
* 2011 Completed Bachelor of Commerce (B.com) from MYSORE UNIVERSITY (St.Philomenas College Mysore aggregated percentage is 59.64%
* 2014 Completed M.com from Karnataka State Open University, Mysoreaggregate percentage is 70%
* 2019 completed B.ed from Bangalore university , Bangalore agreegate percentage is 72%

**TECHNICAL SKILL SET:-**

* Kannada & English Typing
* Computer Basic, Nudi&Baraha.
* Tally ERP 9.

**WORK EXPERIENCE:-**

* Worked in St.John’s School, Gundlupet, As a computer teacher for one year
* Office Executive and office maintainer in a Golden Property.in for one year in Bangalore
* Accountant in a Kanchee co. Thirumnala Silks for one year in Bangalore
* Front Office Executive in Essar steal Company in Bangalore for 3 months
* Accountant in The Organisation for the Development of People (ODP),Mysore for 3 years.
* CreditSupervisorin the SUF @ O.D.P Mysore for 3 years.
* Maths Teacher at St.Theresa Baq School Hennur Cross Bangalore for 2 years.

**DUTIES:-**

**St.John’s School 1 year (2010):-**

* Taking Classes for 1std to 10th practical and theory.

**Golden Property.in 1 year(2011):-**

* Office Executive
* Office maintainer
* Bank works (Deposits and Payments).

**Kanchee co. Thirumnala Silks (2012)**:-

* Accountant & Responsible to handle the sale of Series
* Maintaining the attendance ledger of staff
* Making salary for staff
* Maintaining the Stock ledgers
* Maintaining the Payment and Receipts ledger in tally.

**Essar steal Company 3 months (2012):-**

* Office Executive accounting & Responsible to handle the sale of goods.
* Dispatching the goods
* Taking approvals from head office for the sale of goods
* Maintaining the Stock ledgers
* Making bill for the goods
* Taking goods in word and out word

**O.D.P Mysuru,3.6 years-Accountant (2013):-**

* Accountant & Responsible to handle the Accounts of various projects
* Maintaining the accounts in tally in the name of individual beneficiary
* Preparing the reports of the individual beneficiary
* Receipt and payment entries
* Sale entries of the product
* Dispatching the loan for the beneficiary
* Bank Reconciliation
* Date to date accounts maintaining of the all projects
* Bank Works
* Accounts maintaining in the newly updated software of Basic Nano

**S.U.F @ O.D.P Mysuru,3years Credit Supervisor (2016) :-**

* Grading the SHG
* Graded SHG as given loan through me
* Colleting repayment of loan given SHG
* Reporting the same to office.
* SHG Visiting for implementing the loan
* Verification of loan Status

**St.Theresa Baq school Hennur Cross Bangalore, Maths Teacher (2020):-**

* From 6th to 10th Std I am Teaching Maths ICSC Syllabus
* For same section teaching English Grammar

**PERSONAL INFORMATION:-**

Father Name : Joseph Ramachandru

Age and DOB : 30-11-1989, 33 years

Nationality : Indian

Marital Status : Unmarried

Language Known : Kannada, English, Tamil and Hindi.

Reference will be provided as and when required.

Date: Yours Faithfully

Place: RajendraShekar. R