

RESUME



KHARRTHIGEYAN S/O VETRIVEILMANY

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CAREER OBJECTIVES

To obtain a full time position in any multinational company or government linked company that offers a professional working environment and enables me to grow while meeting the corporation's goals.

QUALIFICATION PROFILE

Highly motivated and results driven individual with high aspirations for the future. Good team player and willingness to go the extra-mile. Possess excellent organizational skills and ability to work under minimum supervision.

PERSONAL PARTICULARS

IC NUMBER	940707-02-5835
MARITAL STATUS	SINGLE
CITIZENSHIP	MALAYSIAN
GENDER	MALE
AGE	23

PLACE OF BIRTH	BAKAR ARANG, SUNGAI PETANI
RELIGION	HINDU
LANGUAGE WRITTEN	MALAY, ENGLISH, MANDARIN
LANGUAGE SPOKE	MALAY, ENGLISH, TAMIL, MANDARIN
HEALTH	EXCELLENT

WORKING BACKGROUND

R.KARTI& CO
(6 MONTHS)

Year : 13st February 2017 – 13st August 2017

PositionTitle :Student Industrial Training Programme /Account Assistant

Salary : RM 300

Responsibilities:

1. Accounts

- Able to use Mr. Accounting Software and UBS.
- Able to key expenses/purchases items' bills into general ledger.
- Able to do Bank Reconciliation.
- Able to find the date of cheque is cleared in Bank Statement.
- Re-check the ledger with the documents given.

2. Audit work

- Experience in doing audit work for few companies.
- Able to do vouching and make sure the companies have the supporting document for every business operation.
- Able to differentiate cash sales, credit sales, cash purchase and credit purchase. Do cut off test and depth test.

- Able to do working schedule for the sales breakdown, sales depth test, cash sales and export sales.

EDUCATION BACKGROUND

Highest Level Academic Qualifications

Year of Study : September 2013 – January 2017

Level : Degree in Accountancy

Field of Study : Accountancy

Institution Name : Northern University Of Malaysia (UUM)

CGPA : 3.00

Second Highest Level Academic Qualification

Year of Study : May 2012 – April 2013

Level : Foundation in Accountancy

Field of Study : Accountancy

Institution Name : Melaka Matriculation College (KMM)

CGPA : 3.84

Third Highest Level Academic Qualification

Year of Study : January 2010 – December 2011

Level: SPM (Sijil Pelajaran Malaysia)

Institution Name : Sekolah Menengah Jenis Kebangsaan Sin Min

Grade : 5A 3B 1C 1E

COCURRICULUM

- Participated in various Football Tournament.
 - = MSSD (MajlisSukanSekolah Daerah Kuala Muda) {2004-2011}
 - = MSSK (MajlisSukanSekolah Kedah) {2006, 2008, 2009, 2010 & 2011}
 - = MSSM (MajlisSukanSekolah Malaysia) {2009 & 2011}
 - = MIC Cup {2008-2011}
 - = Mini KAKOM (KarnivalKokurikulumMatrikulasi) {2012}
 - = KAKOM {2012}
 - = IPTA Zon Utara {2013-2016}
 - = IPTA Qualifier {2013-2015}
 - = IMT-GT (Indonesia-Malaysia-Thailand Growth Triangle) {2013-2015}
- Participated in “Program i-Nilam” in 2011.
- I was theHead of Cultural Bureau for Indian Cultural Society (Silambam Society) in my university (2014 – 2015).
- Active in camping as I was participating in some camps during secondary school.
- Active in Charity work in my university under Indian Cultural Society, regularly visiting the orphanage home
- Active in carrying out projects/events inside and outside of my university.
- Participated in Dance Competition
 - = Aadukalam 2014
 - = Dance Tamizha Dance (DTD) 2016

AWARDS

- Sportsman of the year (2006 -2011)
- Player of the Tournament (2008-2013)
- Best Dancer (2016)

PERSONAL CHARACTERISTICS

- Hardworking, helpful, friendly and outspoken person.
- Easily communicate with people and very approachable.
- Having an experience in leading people since I was a Student Representative in my college
- Having an experience in doing treasury work as I was a Treasurer of ICS of 2014 and 2015 in my college
- Able to adapt myself quickly, fast learner and willing to learn more
- Able to type fast
- Able to speak well and fluently
- Self-motivated and able to work in busy and pressure environment because it is my passion
- Good handwriting