

# SATHISHKUMAR E

## PROJECT ASSOCIATE

### CONTACT

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### EDUCATION

2019- 2022

#### PERIYAR UNIVERSITY

Sri Ganesh College of Arts and  
Science, Salem

- Bachelor of Geology
- CPA: 70

### SKILLS

- Data Entry (Excel, Tally Prime)
- E-commerce Platform Management
- Invoice Generation and Management
- E-way Bill and E- Invoice Processing
- Data analysis
- Stock Inventory Management
- Analytical Skills
- Logistics
- Problem-Solving Skills
- Adaptability
- Strong Attention to Detail
- Team Work

### LANGUAGES

- English
- Tamil

### PROFILE

Skilled professional with experience in managing solar pumping projects, including maintaining spreadsheets, invoices, and project documentation. Proficient in using the TN HKRP Portal and supporting the PM Surya Ghar Scheme by assisting with solar rooftop projects and outreach activities. Expertise in data entry, e-commerce platform management, and generating invoices, e-way bills, and e-invoices using Excel and Tally Prime. Strong communication skills with experience handling marketing and government correspondence.

### WORK EXPERIENCE

#### Stalwart solar energy promoters private limited

2024- PRESENT

##### Project Associate

##### **PMKUSUM Scheme KREDL & Tamilnadu :**

- Maintaining large spreadsheets and invoices for solar pumping projects.
- Working with the TN HKRP Portal for managing pumping projects.
- Handling marketing and communication with government departments, including email correspondence and presentations.
- Preparing and maintaining project documentation.

##### **PM Surya Ghar Scheme:**

- Supporting the implementation of solar rooftop projects.
- Assisting with marketing and outreach activities for the scheme.

#### Sabu Tarde Private Limited

2022 - 2023

##### Operations Specialist

- My primary work involves data entry on Excel and Tally Prime, maintaining e-commerce platforms, and generating invoices, e-way bills, e- invoice and managing stock.

#### Avenue Supermarts Limited

2022 - 2023

##### Part - Time Billing Cashier

- Processed customer transactions efficiently and accurately, averaging 20 transactions per hour. Utilized point-of-sale systems and cash registers with proficiency, ensuring accurate cash handling. Maintained cash drawer with proper balances at all times.

### DECLARATION

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