

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
- RMS Integration

LANGUAGES

- English
- Tamil

PROFILE

A detail-oriented professional with experience in data management and project coordination. Proficient in maintaining large spreadsheets, generating invoices, e-way bills, and e-invoices using Excel and Tally Prime. Skilled in managing stock inventory and ensuring compliance with regulatory requirements. Experienced in working on the PMKUSUM Scheme with KREDL & Tamil Nadu, handling RMS integration on the TN HKRP Portal, coordinating material procurement and transportation, and maintaining project documentation. Adept at communicating with government departments, resolving customer queries, and delivering presentations. Strong organizational and planning skills with a proven ability to streamline operations and ensure seamless project execution.

WORK EXPERIENCE

- Stalwart solar energy promoters private limited** 02/2024- PRESENT
Project Associate
PMKUSUM- B (KREDL & Tamil nadu) :
 - Managing and maintaining large spreadsheets and invoices for solar pumping projects.
 - Working with the TN HKRP Portal (PMKUSUM Portal) for RMS integration and related tasks.
 - Handling marketing and communication with government departments, including email correspondence, presentations, and follow-ups.
 - Preparing and maintaining comprehensive project documentation for smooth operations and compliance.
 - Addressing and resolving customer queries promptly and effectively.
 - Planning and coordinating material procurement and transportation to ensure seamless project execution.
- Sabu Tarde Private Limited** 08/2022 - 04/2023
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** 02/2022 - 08/2022
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.