

UTHRA PALANISWAMY

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(+91) 8072659370

OBJECTIVE

Seeking a good career opportunity where my talents and knowledge could be best utilized for the benefit of the organization and for myself

EXPERIENCE

- **Rane TRW Steering Systems Pvt. Ltd.**
Junior Executive (Aftermarket sales)
(Sep 2015 – Feb 2018)
Roles:
 - Maintaining online warranty system
 - Processing warranty payments
 - Preparation of MIS monthly sales report
 - Preparation of agreements and documents
 - Creating sale orders in SAP
- **ACECO Constructions**
Account assistant (Jun 2014 – Sep 2015)
Roles:
 - Maintaining petty cash
 - Office administration
 - BRS
 - Tally entries
 - Cash flow statement
 - Preparation and maintenance of land documents
 - Procurement of commercial materials
- **GATHRD (Jun 2013 – Jun 2014)**
Role:
 - Database entry

HARD SKILLS

- Completed tally
- MS Office
- Typewriting Junior (English)

SOFT SKILLS

- Exceptionally well organized
- Reliable
- Positive attitude
- Highly motivated
- Ability to produce timely and high quality work

EDUCATION

- M.Com, Madras university (2013 Passed out) – 56.5%
- B.Com, Jaya college of arts and science (2011 Passed out) – 83%
- HSC, Sethu bhaskara matric hr. sec. school (2008 Passed out) – 80%
- SSLC, Sethu bhaskara matric hr. sec. school (2006 Passed out) – 68%

HONORS AND AWARDS

Actively participated in sports during school days and achieved good no. of medals and certificates

PERSONAL DETAILS

DOB: 22 August 1991

Address: No.155/8, 3rd cross street,
Thiruthanigai nagar, Pudur, Ambattur,
Chennai - 600053