



## **Durai pandi C**

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# 18, Auttuthattai Street, Kallidaikurichi-627416, Tirunelveli

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### **CAREER OBJECTIVE:**

Seeking a challenging position in your esteemed organization where my technical liaison and co-ordination skills can be effectively utilized to improve operations and contribute to the company's growth.

### **CAREER SUMMARY:**

- A detail oriented professional with excellent knowledge of accounts process, sales and purchase in rich experience of 6+ years of experience in financial planning, analysis and sales principles.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

### **PERSONAL SKILLS:**

- Excellent organization skills
- Good verbal and written communication skills
- Ability to work in a team environment.
- Ready to take responsibility.
- Ability to build motivation
- Creative & self-confident

### **EDUCATIONAL QUALIFICATION:**

- Bachelor of Commerce with Computer Application {**B.Com(CA)**} - Thiruvalluvar College, Papanasam affiliated to Manonmaniam Sundaranar University. 2007-2010 →66.35% →1<sup>st</sup> Class.
- Completed 12<sup>th</sup> Accountancy (HSLC) in 2005-2007 batch from - Govt. Hr. Sec. School Kallidaikurichi affiliated to State Board of Tamilnadu. →74.92% →1<sup>st</sup> Class.
- Completed 10<sup>th</sup> (SSLC) in 2005 from - Govt. Hr. Sec. School Kallidaikurichi. Affiliated to State Board of Tamilnadu.

## TECHNICAL SKILLS:

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Type Writing
- Wings app knowledge
- Internet Savvy

## WORK EXPERIENCE:

### ➤ **2015 to Present → YKK INDIA PRIVATE LIMITED, CHENNAI**

(It's located at Adyar, the operations as a subsidiary of YKK Corporation, Japan a Global leader in fastening solutions. It produces a vast range of zippers, suitable for every application from high fashion to heavy industry. Whatever your needs, YKK can supply the fastening solution. Chennai Depo Annual turnover Rs – 50 Crore, India – Rs 800 Crore)

#### **Executive:(Nature of work below )**

- Create the Quotation
- Proforma Invoice
- Making Invoice to send the goods
- Goods Inward / outward entry in waves
- Placing Purchase Order to India & Overseas
- Maintaining the accounting records
- Work out the margin
- Follow up the payment and monitoring the terms of conditions
- Cross check the pending payment and send to bank
- Follow up the factory to dispatch or any improvement process
- Monthly analyzing the stock report

### ➤ **2011 to 2015 → LCP BUILDING PRODUCT PRIVATE LIMITED, CHENNAI**

(It's located at Irungattukottai, manufactures roll formed steel building products, complimented by a diverse product range from our parent company in Singapore, Annual turnover Rs.50 – 100 Crore)

#### **Executive: Accounts --> Sales & Marketing Department**

- Worked same kind of job done with here.
- Additionally, I have used Coil Management software & fix the margin to product.
- Submit the daily report to management.
- Directly to check factory for the order status.
- Co- ordinate the supplier team to place the order and follow up the payment.
- Making the invoice and submit the goods by customer

## **KEY RESPONSIBILITIES HANDLED:**

- Preparing and analyzing accounting records and financial statements reports.
- Ensuring compliance with payment follow up.
- Preparing the stock report in a month.
- Making the invoice like as CGST, SGST, IGST and product wise tax should be followed.
- Working the cost price, selling price & fix the margin price.
- Using accounting tools wherever necessary like as import/export/SEZ unit.
- Placing the order to factory with commercial value should follow.
- Placed order for items running low & co-ordinate the order improvement.
- We follow the LIFO/FIFO System.
- Skilled in receiving and inspecting inventory.
- Taking inward / outward process entry in waves.
- Knowledge of tagging products with appropriate code.
- Investigate and reconcile discrepancies when they occur
- Working in Waves and making order entries update the delivery date of goods and follow-up all the pending payment dues, statutory forms like as TCS, TDS & Ewaybill followed
- Goods dispatch and ensure the correct delivery date & arranging the transport follow up the petty cash.

**PERSONAL DETAILS:**

Father's Name : P.Chinnappa.

Date of Birth : 21.04.1990

Marital Status. : Single

Sex : Male

Known Language : English and Tamil

Nationality : Indian

Permanent Address : S/o Mr. P.Chinnappa, 18, Auttuthattai Street, Kallidaikurichi - 627416, Tirunelveli District.

**DECLARATION:**

The above-mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization, I shall prove my best and ability to the entire satisfaction of my superiors.

Place:

Date:

Yours faithfully