

# **RESUME**

**Name : A.S. PREM KUMAR**  
**Mobile no 90945 88648**  
**E-Mail : premkumar.pk950@gmail.com**

## **CAREER OBJECTIVE:**

To take challenging career, which would provide me continue learning opportunity and contribute towards achievements of the organization goals and to reach good position whatever the task I take up.

## **EDUCATIOAL DETAILS:**

Degree/ Class	BOARD UNIVERSITY	College/School	Year of Passing	Percentage
S.S.L.C	State Board	SIR.M.CT.M BOYS HIGHER SEC SCHOOL	2012	67%
H.S.C	State Board	SIR.M.CT.M BOYS HIGHER SEC SCHOOL	2014	67%
B.Com (General)	Madras University	THIRUTHANGAL NADAR COLLEGE	2017	62%

## **Working Experience:**

Worked as Credit Control Executive in SOTC Travel Ltd Chennai from 2018 – 2020.

## **Responsibilities:-**

- \* Aim to assist in reducing overall debtor days
- \* Account receivables and GST, Aging.
- \* Invoices processing, MIS preparation and payment collections
- \* Handling the Invoice Dispute from Internal
- \* Microsoft word, Microsoft excel and Data entry ( Pivot Table, V-Lookup and H-lookup)
- \* Shadowing in agreeing payment plans
- \* Issue monthly, Weekly and fortnightly statements of accounts
- \* Learning account reconciliations
- \* Learning the sales ledger
- \* Learning and assisting in handling account queries from customers

**COMPUTER SKILLS:**

- Basic Computer
- MS Office

**SKILL SETS:**

- Punctual
- Innovative Thinking

**PERSONAL SKILLS:**

- Good Communication Skills
- Quick Learner & Hard Working
- Team Worker

**PERSONAL DETAILS:**

Father Name	:	A. SRINIVASA RAO
Date of Birth	:	06.12.1996
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Religion	:	Hindu
Language Known	:	English & Tamil & Telugu
Permanent Address	:	No: 5, Ramanuja Garden Street, Pattalam, Chennai – 600 012,

**DECLARATION**

I hereby declare that all the above furnished by me are true and correct to the best of my knowledge and belief.

**Place:** CHENNAI

Yours Faithfully

**Date:**

**A.S. PREM KUMAR**