

## Uma Chandrasekar

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Cell : +917358470545/8610878590.

### Address for communication:

Uma Chandresekar.  
Apart No 6, Sowbhagya Apartments,  
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T. Nagar.  
Chennai – 600017.  
Phone : +91-44-24311542

### Personal Information

**Spouse Name :**  
Mr.V.Chamdrasekar.

**Date of Birth** : May 18 1978  
**Sex** : Female  
**Nationality** : Indian  
**Marital Status** : Married  
**Languages** : English, Tamil

### Hobby

- Surfing on the net
- Singing and Listening to Music

## Career Objective

- To render quality service in the field of Banking, Finance & Accounting with utmost Sincerity and dedication.
- To be always open to learning and to apply practical insights into the Processes involved and bring about Process Improvements benefiting the organization.
- To be always proactive so as to avoid crisis rather than to manage it

## Education

**B. Com - University Of Madras.(Distance Education)**  
*Percentage –58%*

**Higher Secondary (Class XII)**  
*Private*  
*Percentage – 52%*

**Secondary (Class X)**  
*Private*  
*Percentage –62%*

## Technical Summary.

Operating System	: Windows XP, DTP.
RDBMS	: Visual Basic
Accounting Software	: Tally 6.3 Multimedia
Programming Languages	: C, C++.

**Challenged : Yes (Photo Attached)**



**Details:**

**Physically :**

Right Hand : No Right Hand

Left Hand : Only Two fingers in Left Hand

Legs : No Problem In legs

Driving : Hard to drive Any vehicle

**Mentally:** Perfect and Having a sound Knowledge.



Work Experience



## **Work Experience**

### **HITECH VISION**

**July 07 to Feb 08.**

#### **ACCOUNTANT:**

Package : Tally 9.0, Corre Zone

Unit : Administration

Location : Chennai

## **Roles and Responsibilities**

- ❖ Maintains Staff Salary Register in System
- ❖ Maintaining the Records and files.
- ❖ Attending Calls and Responding the Fax received and Sending Faxes.
- ❖ General Accounts Maintaining
- ❖ Reconciliations – Bank, Stock, Supplier, e.t.c..
- ❖ Assisting in administration Works
- ❖ All sorts of communication on behalf of Hitech Vision.
- ❖ Annual Accounts Preparations
- ❖ Attending Phone Calls
- ❖ Full Cash Maintenance
- ❖ Maintaining Stock Register for the company
- ❖ Preparing Fund details on behalf of Hitech Vision.
- ❖ Mail browsing, checking and sending mails.
- ❖ Working in Correzone Software.
- ❖ Preparing of Sales Tax, TDS form filling.

### **Ascent Management Services – Citi Bank (DSA).**

**April 2006 to April 2007**

#### **Team Leader.**

Unit : Administration

Location : Chennai

## Work Experience

**M/s Shree Mothilal Kanhailal Fomra Institute of Technology.**

**July 2005 to March 2006**

### **System Assistant.**

Unit : Administration

Location : Chennai

## Roles and Responsibilities

- Maintaining the Attendance for Students and Staffs in System.
- Maintains Staff Salary Register in System.
- Communications to Various officials through Circulars.
- Issuing letters and certificates to Students and staffs for various Purposes.
- Issuing Letters to various External departments.
- Maintaining the Records and files.
- Attending Calls and Responding the Fax received and Sending Faxes.
- Maintains Record for All type of Communications to the Institute.
- Maintains full Records for the students in the college.
- Maintaining Xerox hub on behalf of the Institute.
- Maintaining Stock Register for the Institute.
- All sort of communication to Universities on behalf of Institutes.

### **Miscellaneous:**

- Maintained a Xerox hub for 1 year as a owner in the Same Institute.
- Raising Stock Request for stocks and stationeries for the Institute.
- Pending Fees Status For each Week for the students.

## Work Experience

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**M/s BSR Constructions**

**Arumbakkam, Chennai.**

**Jul 2003 – June 2005**

**Accountant,**

Package : Tally

Unit : Administration

Location : Chennai

## Roles and Responsibilities

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- Site Specified Accounting
- General Accounts Maintaining
- Filling and Keeping Records
- Stock Maintenance - Site vice
- Reconciliations – Bank, Stock, Supplier, e.t.c..
- Assisting in administration Works
- Preparation and maintenance of Gate Pass entries
- All sorts of communication on behalf of BSR constructions
- Stores In charge on sites
- Cash maintenance
- Annual Accountants Preparations

## Miscellaneous:

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- Maintained a Phone hub for 1 year as a owner in the Same Institute

## **Work Experience**

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**Naidu Sangam**

**T.Nagar, Chennai.**

**Jun 2013 - May 2014**

**Computer Operater,**

Unit : Administration

Location : Chennai

## **Work Experience**

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**M/s. Lakshmi Publications**

**T.Nagar, Chennai.**

**May 2014 - Feb 2015**

**Computer Operater,**

Unit : Administration

Location : Chennai

I hereby confirm that all the information given above is true to the best of my Knowledge and belief

**Date :**

**Signature**

**Place : Chennai**

**(UMACHANDRASEKAR)**