

S. ESWARI

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Chennai - 600 040
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Career Objective:

To work in a competitive environment and use my skills to ceaselessly enhance the spectrum of my knowledge and to contribute to overall development of the organization.

Academic Proficiency:

Bachelor of Business Administration in University of Madras.

Experience:

- Worked as an Administrative Staff for Master Thought (Interior) from Jan 2016 - July 2019.

Roles & responsibilities:

- Providing administrative support to management via drafting all official company correspondence.
 - Assisting in the preparation of regularly scheduled reports.
 - Providing the product information for the customer requests.
 - Reconciled daily invoice transactions and entered daily sales into main database.
 - Responsible for contacting customers regarding account collection and past dues.
- Worked as an Administrative Staff for Unique City Builders from March 2015 - November 2015.

Roles & responsibilities:

- Handling all the activities in front office.
 - Preparing timely payment of vendor invoices.
- Worked as an Accounting Staff for Stanfab Apparels Private Limited from January 2014 - February 2015.

Roles & responsibilities:

- Handling all the activities in accounts payable & receivable.
 - Processing and sending the Purchase order and credit memos.
 - Handling customer complaints.
 - Petty cash handling.
- Worked as an Administrative Staff for Win Engineers & Promoters Private Limited from June 2008 - August 2011.

Roles & responsibilities:

- Providing administrative support to management via drafting all official company correspondence.
 - Responsible for employee timecards and payroll distribution.
 - Responsible for daily invoice transactions and entered daily sales into main database.
 - Responsible for contacting customers regarding account collection and past dues.
- Worked as a Lab Technician for Stanfab Apparels Private Limited from March 2004 - April 2008.

Roles & responsibilities:

- Checking the quality of the products.

Technical Strengths:

- Dynamic analytical and logical skills.
- Ability to think about a situation from different angles.
- Knowledge in Microsoft Office (Excel and Word).
- Positive attitude.
- Dedication and hard work are the best investment I can make on any job taken.
- Ability to handle situations diplomatically, willingness to learn, friendly attitude and comprehensive problem-solving abilities.

Technical Skills:

- Tally ERP 9.
- DCA.
- English (Lower).

Personal Details:

- Name: S. ESWARI.
- Date of Birth: 04th Sep 1982.
- Husband's Name: A.T. Suresh.
- Nationality: Indian.
- Languages Known: English, Tamil and Telugu.

I hereby declare that the above information given is correct to the best of my knowledge.

Place: Chennai

Date:

S.Eswari