

## **RESUME**

**L.BALA CHANDRAN,  
509/4, Arivizhi Nagar,  
Jadayam palayam(post),  
Sirumugai (Road),  
Mettupalayam - 641302.**

**(Mob) 91596-26912**

### **❖ CAREER OBJECTIVE :**

*To work in a challenging environment so as to exchange my skills and knowledge and strive hard to discharge my duties towards the development of company.*

### **❖ EDUCATIONAL QUALIFICATION:**

<b><u>COURSE</u></b>	<b><u>MEDIUM</u></b>	<b><u>NAME OF THE INSTITUTION</u></b>	<b><u>% OF MARKS</u></b>	<b><u>MONTH&amp;YEAR OF PASSING</u></b>
BCOM.CA	ENGLISH	BHARATHIYAR UNIVERSITY OF ARTS AND SCIENCE COLLEGE. GUDALUR .	62 %	APRIL-2012
HSC	TAMIL	GOVERNMENT HIGHER SECONDARY. SCHOOL, PANDALUR	57 %	MAY - 2009
SSLC	TAMIL	GOVERNMENT HIGHER SECONDARY. SCHOOL, PANDALUR .	48 %	APRIL - 2007

### **❖ WORK EXPERIENCE; (4.5 YEAR'S)**

**(1 YEAR'S) EXPERIENCE IN CASHIER.**

**UNIVERCELL TELECOMMUNICATION INDIA PVT LTD.**

**(3.5 YEAR'S) EXPERIENCE IN ACCOUNTS ASSISTANT**

HARIE STELLS AND ALLOYS.( Currently I work here)

I HAVE KNOWLEDGE TO OFFICE WORK / COMPUTER AND ACCOUNTS WORK.

**SOFTWARE KNOWLEDGE:**

- EXCEL ,
- MS OFFICE ,
- TALLY ERP 9,
- ESI & PF,
- SALES TAX RETURN **E-Filling**, CENTRAL EXCISE,

**❖ PERSONAL DETAILS:**

Fathers Name	: M.Lakshmanan,
Date of Birth	: 12.02.1991
Age	: 26 Yrs
Gender	: Male
Language Known	: English & Tamil & malayalam
Mother Tongue	: Tamil
Nationality	: Indian
Contact No	: 91596-26912 / 9655-626541
E-Mail ID	: <a href="mailto:l.bala45@gmail.com">l.bala45@gmail.com</a> balasabi12@yahoo.com

**DECLARATION**

**I declare that the above given information are true to the best of my knowledge.**

Place : **Coimbatore**  
Date. :

**Your's sincerely ,**  
**L.BALACHANDRAN**