Uma Chandrasekar

@: umasekar2008@gmail.comCell:+917358470545/8610878590.

Address for communication:

Uma Chandresekar.

Apart No 6, Sowbhagya Apartments, Flat No 60, Moosa Street,

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

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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:

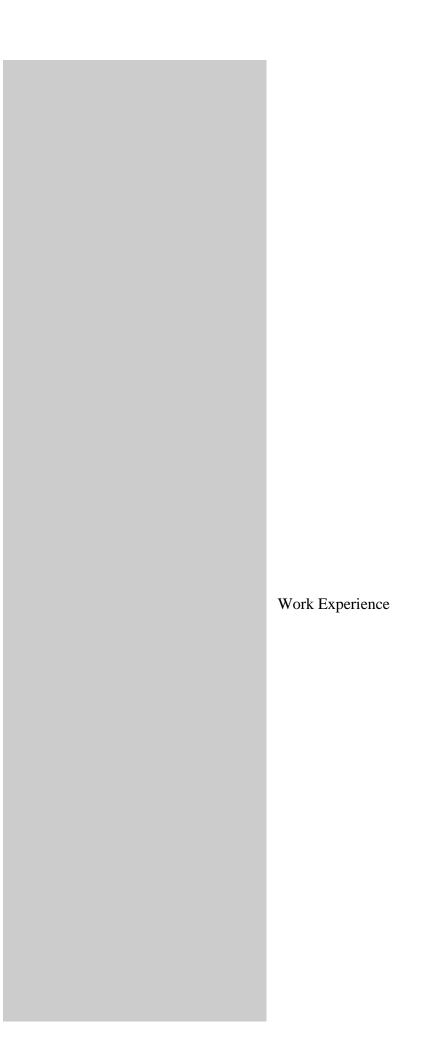
Right Hand : No Right Hand

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.



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

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.

M/s BSR Constructions

Arumbakkam, Chennai.

Jul 2003 - June 2005

Accountant,

Package : Tally

Unit : Administration

Location : Chennai

Roles and Responsibilities

➤ 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:

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

Work Experience

Naidu Sangam

T.Nagar, Chennai.

Jun 2013 - May 2014

Computer Operater,

Unit : Administration

Location : Chennai

Work Experience

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)