
OBJECTIVE:

Further my career seeking a challenging environment and position, where my skills are recognized and my knowledge can be enhanced for the benefit of the organization and for my personal development.

EDUCATION DETAILS:

MASTER OF COMMERCE:

University	:	Bharathidasan University
College	:	National College, Tiruchi-1.
Year of passing	:	2006-08
Class	:	First class (A+)

BACHELOR OF COMMERCE:

University	:	Bharathidasan University
College	:	National College, Trichy-1.
Year of passing	:	2002-05
Class	:	second class

CERTIFICATIONS:

- PGDCA
- TALLY (9.0)
- Accounting package (APG)

PROJECT WORK:

“A study on customer’s preference towards CREDIT CARDS with specific reference to ICICI bank cards in Tiruchirappalli town”

ADDITONAL QUALIFICATION:

- ❖ Junior type writing in English

PROFESSIONAL EXPERIENCE:

- ✓ Working as Operation Executive at Chye Thiam Maintenance Pte Ltd, (14 Tampines Industrial drive Singapore 528530.)
(June 2013 to March 2020)

Responsibilities:-

- ❖ Supervise everyday working of department operating process and increase efficiency of workers for various growth oriented programs.
- ❖ Provide training to workers and provide upgrade to various technical skills.
- ❖ Prepare and maintain employee attendance records and provide feedbacks to employees on same.
- ❖ Provide support and join improvement based methods.
- ❖ Monitor all administrative functions as per requirement.
- ❖ Develop individual & team goals and implement plan to carry out objectives.

- ✓ Worked as Junior Executive at Muthoot Finance Ltd, Tiruchirappalli.(2 Year)

Responsibilities:-

- ➔ Banking operation.
- ➔ Cash book maintaining (Day book).
- ➔ BRS
- ➔ Cashier.

- ➔ Employee training.
- ➔ Vouchers prepare.
- ➔ Jewel appraisal.

- ◆ Worked as Accounts Executive at Harshsmitra Super Specialty Cancer Centre and Research Institute, Tiruchirappalli. (1 Year& 5 Months)

Responsibilities:-

- ➔ Tally work (Accounting package)
- ➔ Administration in overall office
- ➔ Motivating the employee to work good and hard.
- ➔ Maintaining of Accounts regarding Office Expenses.
- ➔ Making of bills and salary slips

- ◆ Worked as Accountant at K.Ramakrishnan College of Engineering, Tiruchirappalli-112.
(1 Year & 6 months)

Responsibilities:-

- ➔ Cashier.
- ➔ Cash book maintained (Day book).
- ➔ BRS prepared
- ➔ Making of bills and salary slips
- ➔ Transport maintained.
- ➔ Maintaining of Accounts regarding Office Expenses.

EXTRA ACTIVITIES:

NSS
All India Scout Camp
Consumer Club
Rotary Club

PERSONAL SKILLS:

- I am sincere, dedicated and hard working person.
- I am self-confident and goal oriented.
- I have a well account work ethics.

PERSONAL DETAILS:

DECLARATION:

I solemnly declared that above mentioned details are true to the best of my knowledge.

Place: Trichy

signature,