

CURRICULUM VITAE

S.MURUGAN

No. 35, Kumara Guru 4th Street.,
Kamarajar Salai, Thiruvanmiyur,
Chennai - 600 041.
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Objectives:

Team work -Cross-functional, corrective and preventive action.

To obtain a challenging position where in I can further grow my reconciliation & Mutual Fund processing experience and gain exposure to wider variety of Financial and Investment portfolios through which I can gain knowledge to latest practices.

Summary of Experience:

Company	:	Computer Age Management Services Pvt Ltd., SBI MUTUAL FUND Old Mahabalipuram Road, Chennai – 600 096.
Designation	:	Processing Officer
Period	:	01-12-2004 – 31-12-2009

SUBSCRIPTION RECONCILIATION

1. Handling the Pay in reconciliation of all schemes of State Bank of India Mutual fund about 5,00,000 transactions on a Monthly basis, which includes the import of CMS feeds from bank.
2. Preparing Reconciliation reports and sent to AMC.
3. In the case of cheque bounce the original transaction are reversed and send the cheque to the Investors with details
4. Preparation of Reconciliation Reports and submit the same to the AMC within a specified time.
5. Co-ordination with Investor Service Centers for receiving the pay-in Slips, Cheque dishonored cases and other financial implication issues.
6. Logical matching and reducing the Unmatched Magnums (Allotments) by using Pay-in-slips.

Previous Experience : Anubhav Plantations Ltd.,
North Usman Road,
T Nagar, Chennai - 600 017.

Designation : Junior Officer

Period : Jan-1994 to 1998.

Duties and Responsibilities

1. Maintaining Cash Book and Bank Book.
2. Maintenance of Bills acknowledgement and payment advice from the customers.
3. Bank Co-ordination for Cheques Deposit, and transaction of Cheques.
4. All vouchers kept in Tally Software.
5. Collecting Cash / Cheques from Marketing / Collection Executives.

Previous Experience : Kothari Pioneer Limited
Eldorda Building,
Nungambakkam
Chennai – 600 034.

Designation : Computer Operator

Period : Jan – 1999 to Jan -2000

Duties and Responsibilities

1. Data Entry work for all Applications.
2. Handling all financial related Investor queries.

Previous Experience : Scanedge Technologies Ltd.,
Arcot Road,
Virugambakkam,
Chennai – 600 092.

Designation : Administration Executive

Period : 01-02-2000 – 30-09-2004

Duties and Responsibilities

- 1.Supervising House Keeping and Office Boys.
- 2.Maintaining of all Admin Records for Electricity, Metro Water, Telephones,Etc.,
- 3.Maintaining Inward / Outward Post and Courier Register.
- 4.Booking Hotels and Travels Tickets.

Previous Experience : Samriddhi Services
Velachery
Chennai – 600 042

Designation : Distribution Executive

Period : August 2010 to February 2012.

Duties and Responsibilities

1. Distribution of Sodexo Coupons to employees of MNC Companies.
2. Preparing Reconciliation reports and sent to Sodexo.

Previous Experience : Kart Attack Sports Center (Part time job)
Akkarai, ECR.
Chennai.

Designation : Cashier

Period : February 2012 to December 2012

Previous Experience : Vegetus
Nanganallur
Chennai – 600 061.

Designation : Customer Care Executive

Period : December 2012 to December 2013

Previous Experience : Venkateswara Properties
T Nagar
Chennai – 600 017.

Designation : AGM

Period : January 2014 to November 2015.

Present Company : Scientific Systems
Teynampet
Chennai – 600 086.

Designation : Marketing Executive

Period : January 2016 to till date.

Educational Information

Educational Qualification : M. A Public Administration

University Name : AnnamalaiUniversity.

Technical Qualification : Diploma in Computer Applications
: Diploma in Office Automation
: Typewriting English Lower Grade

Personal Information

Name : **S.Murugan**

Father's Name : R. ShanmugaSundaram (Late)

Date of Birth : 30.04.1972

Marital Status : Married

Permanent Address : No. 35, Kumaraguru 4th Street.,
Kamarajar Salai,
Thiruvanmiyur, Chennai - 600 041.

Languages Known : English and Tamil.

Declaration :

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

Yours Faithfully

(S MURUGAN)