**RESUME**

**ARUN KUMAR .T**

NO.10 JEEVANANTHAM STREET,

THANTHAI PERIYAR NAGAR,

ANAKAPUTHUR, **PHONE** : 9677114326

CHENNAI-600070. **E.MAIL** : [arunkumart1928@gmail.com](mailto:arunkumart1928@gmail.com)

**CAREER OBJECTIVE:**

To learn and function effectively in an organization that promotes initiative, accountability and integrity. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

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| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY/ BOARD** | **PRECENTAGE** | **YEAR OF PASSING** |
| **B.Com**  **(General)** | GURUNANAK COLLEGE, VELACHERY, CHENNAI-42. | UNIVERSITY OF MADRAS | **58%** | **2012 - 2015** |
| **HSC** | MARIYA NIVAS MAT. HR. SEC. SCHOOL. | MATRICULATION SCHOOL | **71.25%** | **2010 - 2012** |
| **SSLC** | MARIYA NIVAS MAT. HR. SEC. SCHOOL. | MATRICULATION SCHOOL | **61%** | **2009 - 2010** |

**EXPERIENCE:**

Worked in **K.VISWANATHAN & CO.** (Auditor) during the period of MAY 2016 to APRIL 2017.

* Maintenance books of accounts
* Preparation of data for filling e-TDS returns and VAT returns.
* E-Payment of Taxes.

**OTHER QUALIFICATION :**

* + MS OFFICE
  + EXCEL
  + TALLY

**SUMMARY OF QUALIFICATION:**

* Excellent interpersonal skills, organized, professional, diplomatic, cooperative and trustworthy team player .
* Meet deadlines, goal-directed, strong on follow-up and good under pressure.
* Computer literate : Ms office and working knowledge of internet.

**INTEREST AND HOBBIES:**

* Cricket
* Chess
* Music
* traveling

**PERSONAL DETAILS :**

NAME : ARUN KUMAR .T

FATHER NAME : THIYAGARAJAN .S

DATE OF BIRTH : 28-08-1994

AGE : 22

GENDER : MALE

NATIONALITY : INDIAN

MARITAL STATUS : SINGLE

NATIVE PLACE : CHENNAI

LANGUAGES KNOWN : TAMIL , ENGLISH

**PLACE :** CHENNAI

**DATE :**

**ARUN KUMAR .T**