



## **Sudheesh Sudhakaran**

Mobile: +91 7397379327

E-Mail: ssudheesh1992@gmail.com

---

Seeking a challenging career in a dynamic and leading organization preferably in any Industry that would help me cultivate and nurture my skills with an opportunity to display my talent and become an asset to the organization.

---

### **PROFILE & STRENGTHS**

- ✓ Detailed oriented and organized professional with extensive experience in accounting system.
  - ✓ Possess strong analytical and problem solving skills, with ability to make well throughout decisions.
  - ✓ Excellent Written and Verbal Communication skills.
  - ✓ Highly trustworthy, discreet and ethical.
  - ✓ Resourceful in the completion of projects, effective and multi-tasking.
  - ✓ Successfully working on the tally ERP 9
  - ✓ Good Command on MS-Office suites
- 

### **PROFESSIONAL EXPERIENCE**

**J TECH MARINE PTE LTD- Singapore**

**DEC 2014 – DEC 2018**

#### **Account Assistant cum Administrative Assistant**

##### **Roles & Responsibilities:**

- ✓ Maintain daily expenses of office & site.
  - ✓ Maintain accounting work in MS- Excel
  - ✓ Salary checking of all employees.
  - ✓ Handle banking work & monthly bank reconciliation of company.
  - ✓ Prepare and submit GST on quarterly bases.
  - ✓ Maintain all data base of site employ & there all expenses & receiving in excel sheet.
  - ✓ Prepare up to date excel sheet of all contractor.
  - ✓ Coordinating Office activities and operations to secure efficiency and compliance to company policies.
  - ✓ Supervising Administrative staff and dividing responsibilities to ensure the performance.
  - ✓ Keep stock of office supplies and place order when necessary.
-

**Receptionist**

**Roles & responsibilities:**

- ✓ To welcome and greet all patients and visitors in person or through phone.
- ✓ To keep reception clean and organized.
- ✓ Provide patients with intake and new patient's forms as well as copies of our office policies and legally required documents.
- ✓ Maintain hard copy of patients records files as well as store it in Medical Records Department.
- ✓ To call patients for upcoming appointments and to help them schedule testing for self-service.
- ✓ To provide patients with support and guidance if needed.

---

**EDUCATIONAL CREDENTIALS**

- ✓ Graduation in B.Com with 70% from Jaya College of Arts and Science 2010-13.
- ✓ Class 12<sup>th</sup> (Commerce) with 75% from Sethu Bhaskara Higher Sec School 2008-10.

---

**PROFESSIONAL CREDENTIALS & ACHIEVEMENTS**

- ✓ Diploma in Tally 9.0 from C.S.C Ambattur.
- ✓ Diploma in Computer Application from C.S.C Ambattur.
- ✓ Got Service Excellence award from Apollo Specialty Hospital.

**Computer Proficiency**

Basic : MS office Suites (Good Command in all MS Office Suites)

---

**PERSONAL DETAILS:-**

Father's Name	:	Mr. M.Sudhakaran
Mother's Name	:	Mrs. S Bindhu
Date of Birth	:	01-08-1992
Nationality	:	Indian
Marital Status	:	Single
Mobile No	:	7397379327
E-mail ID	:	<a href="mailto:ssudheesh1992@gmail.com">ssudheesh1992@gmail.com</a>
Permanent Address	:	Plot 7 7 <sup>th</sup> St 1 <sup>st</sup> cross, B1 Amaravathi flats Vaishnavi Nagar, Thirumullaivoyal Avadi-600 109.

DATE:-

PLACE: -

(S Sudheesh)