Rajmohmed

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 **OBJECTIVE:**

 Intend to develop my career in the field of procurement to work in an innovative competitive world, which will help me to realize my potential and to work as a key player in a challenging and creative environment.

**Strengths:**

* + Positive thinking
	+ Team worker
	+ Ability to learn new things
	+ Proven abilities in establishing effective task priorities, working independently and participating as an integral part of a team work.

 **ACADEMIC PROFILE:**

* **Bsc., Physics** 1999-2001 at Than Thai Hans Rover College, Perambalur, affiliated to Bharathidasan University, Trichy.
* **Bcom.**,2010-2013 at Annamalai University, Chidambaram,

 **CARRIER PROFILE:**

**Total Years of Experience: 3 Years 8 Months**

 **Current Employer : M/s. COROMANDEL ENGINEERING COMPANY LIMITED**

 **MURUGAPPA GROUP CORPORATE**

 **Period :** From November 2011 to Till Date (3 Years 8 Months)

 **Designation : SUPERINTENDENT OF ACCOUNTS**

 **Period** **:** From October 2010 to Nov 2011 (1 Year and 1 Month)

 **Designation** **:** **ACCOUNTS CUM STORE ASST (NMR)**

 **Responsibilities**

* Preparation of daily cash & bank payment entries.
* Maintain cash & bank book.
* Preparation of Weekly Cash flow Statement.
* Preparation of Fortnight Cost monitoring Statement.
* Preparation of Weekly Funds Requisition Statement and Funds Allocation for Site.
* Accounts Finalization.
* Vendor Payment and Debtor Collection.
* Preparation of every month end’s outstanding liabilities for creditors, suppliers and services holders.
* Arranging payment to Suppliers and Sub-Contractors.
* Preparation of Bank Reconciliation statement.
* TDS Statement Preparation.
* Collecting the quotations from suppliers & making comparison statement with minimum of three suppliers and getting approval from HO for purchase of materials.
* All stores entries i.e., indent purchase order, materials inward entry & purchase conversion entry in BSF.
* Verification of Stores Inward, Outward & Stock Book Register.

**Previous Employer : Jebel Ali Hr Solution - Dubai , Subcontract To AL GURG FOSROC L.L.C. Dubai**

**Period :** From Dec - 2008 to Jun – 2010 (1 Year and 5 Months)

**Designation :** Office Assistant

**Responsibilities**

* Sorting the invoice with respect the various Regions / department.
* Mail handling the out going mail and as well as the monthly courier.
* Provides clerical / Administrative support including the composition and preparation of routine using computer software application.
* Prepare monthly Labour over time sheet
* Filing and maintaining a database of approximately 150 Files.
* Classification, sorting, filing and archiving of documents for storage.

**Previous Employer :** **Rural Welfare Organization**.

 **Period :** From Jun - 2007 to Nov - 2008 (1Year 6 Months)

 **Designation :** **ACCOUNTS . June 2007 to November 2008**

 **Responsibilities**

* Create project accounts in the accounting system
* Maintain project-related records, including contracts and change orders
* Authorize the transfer of expenses into and out of project-related accounts
* Close out project accounts upon project completion

**Previous Employer :** **Kajamalai Ladies Association, Trichy.**

**Period :** From Oct - 2005 to Jun - 2007 (1Year 9 Months)

**Designation :** COUNSELLOR

**Responsibilities**

* + - * + Counseling the Client and Identification the problems of Client
				+ Maintain the WIP Master Register , Counseling Register , Treatment Register
				+ Identification of New WIP, STI Symptom , Treatment CT/P
				+ PE Identification and Condom Outlet Promotion

**Previous Employer :** **Sri Guru Computer, Trichy.**

**Period :** From Nov 2003 to Oct 2005 (2 Years)

**Designation :** TALLY CLERK CUM DATA ENTRY OPERATOR

**Responsibilities**

* Maintaining Sales Purchase Registers.
* Journal Register, General Ledger, Sundry Debtors and Creditors.
* Maintain Company details and Accounts, Preparing details, Statements for the Audit.
* Assist in Phone reception for Executive and Administration, Prepare and Coordinate Mail and Faxes and Express Packages.

**Previous Employer :** **Sophy’s Syndicate Air condition and Refrigeration Sales and Service, Trichy.**

**Period :** From Nov 2001 to Oct 2003 (2 Years)

**Designation :** SALES MAN CUM ACCOUNTANT

**Responsibilities**

* Responsible for handling the incoming and outgoing sales of the show room .
* Recruits and trains newly employed stat at assign area.
* Responsible for the daily sales of the brunch, operating the Sales performance of the given brunch and Hitting the company’s given Target.
* Making daily, Monthly, Yearly Inventory, document receiving and registration, Maintain all costumer details.
* Prepare daily cash Report , Encodes Post-dated Check Deposits For Pick –up Twice a day

**COMPUTER EXPOSURE:**

* Working Knowledge in Corporate **ERP .NET VERSION**
* Working Knowledge in Accounting Package-**TALLY 6.3 & 7.2**
* Working Knowledge in **MS-OFFICE.**

 **PERSONAL DETAILS:**

Date of Birth : 21.05.1981

Sex : Male

Marital Status : Married

Nationality : Indian

Language Known : Tamil, English &Hindi

**DECLARATION:**

I do hereby declare that the information given in this document is true to the best of my knowledge and belief.