Sudhakar

Email : Sudhakar.242950@2freemail.com

**Objectives:**

 To be a part of an organization where my abilities are extremely utilized in the field of accounts and administration which provides unleashed professional and personal career developments.

**Work Experience**:

Organization: ***OAS Institute of Technology and Management, Trichy***

Position : ***Administrative Officer***

Experience :  **4 Years & 1 Month** (***JULY 2011 to July 2015***)

Organization: ***Dhanalakshmi Srinivasan college of Engineering and Technology, Chennai***,

Position : ***Office Manager*** ***(Admin /Accounts)***

Experience :  **5 Years** (***May 2006 to May 2011***)

Organization: ***Messiaah Information Solution***

Position : ***Data entry Operator***

Experience :  **1 Year** (***Mar 2005 to Feb 2006***)

**Key responsibilities**:

* Maintaining Ledgers and day today cash & Banking transactions etc.
* Preparation of Petty Cash Statements & Reimbursement of the same.
* Collection of aged Outstandings from Debtors on time
* Verification & Reconciliation
* Preparation of Bank Reconciliation Statement
* Payment Processing & Issuing Cheques to Suppliers as per the agreed credit period.
* Implementation & monitoring of accounts procedures & policies
* Data entry

**Certifications and awards:**

* Advanced Certificate in PC applications at NIIT, Thuraiyur.
* Type Writing - English Higher (Second Class), Tamil Higher (Distinction).
* Certified Tally Professional in Tally EES 6.3

**Practical Working Knowledge**

 Operating System : Windows xp, vista

 Packages : MS-Office,

 Accounting Software : Tally 6.3 with Inventory

**Educational Qualification:**

* **M.Com** (Computer Application) from **ANNAMALAI UNIVERSITY** with **First class in December 2007.**
* **B.COM** From **BHARATHIDASAN UNIVERSITY** with **first class in**

 **April 2002.**

* **HSC** under Tamilnadu State board with **83%**.
* **SSLC** under Tamilnadu State board with **54%**

## Personal Profile

 Date of Birth : 21.08.1981

 Gender : Male

 Marital Status : Married

 Nationality : Indian

 Languages Known : Tamil, English

 Visitors Visa :

 **Yours Faithfully**