**RESUME**

PUNITHAKUMAR

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 **OBJECTIVE**

To utilize my skills and knowledge for the growth of an organization for a long run and to develop my career.

 **ACADEMIC PROFILE**

* [ADHIYAMAAN COLLEGE OF ENGINEERING] [MBA. FINANCE] [2010-2012] [7.50 (CGPA)]
* [AVS COLLEGE OF ARTS & SCIENCE COLLEGE] [B.COM (CA)] [2007-2010] [58%]
* [ST.MARY’S HIGHER SECONDARY SCHOOL] [HIGHER SECONDARY SCHOOL CERTIFICATE] [2006 – 2007] [79%]
* [ST.MARY’S HIGHER SECONDARY SCHOOL] [SSLC] [2003 – 2004] [69%]

**PROFESSIONAL EXPERIENCE**

* Three Years Experience in AVS Technical Campus as an Assistant Administrative Officer
* Documentation Work in MS Excel
* Staffs and Students Certificates Maintenance
* Store Maintenance
* Nine Months Experience in SP Star SPN BHD as an Sales and Administration in Malaysia
* Report Making in Excel
* Report Checking
* Stock Checking
* Document Maintenance

**PERSONAL STRENGTHS**

* Friendly movement with others
* Sincerity in work
* Quick leaner

**AREAS OF INTEREST**

* Banking
* Business Management

**IN-PLANT TRAINING**

* A Study on functional areas in Hatsun agro product ltd, Salem

**PROJECTS**

* A Study on Capital Budgeting in Tamilnadu Tourism Development Corp. Limited in Chennai.
* A Study on Financial Performance of Hatsun agro product ltd, Salem.

**COMPUTER SKILLS**

* Good Computer Knowledge
* MS office (Excel, Power point, Word).

**ACHIEVEMENTS**

* Participated in National Level Cricket
* Secure Lots of Certificates in Athletics Games

# COCURRICULAR ACTIVITES

* Member of NCC
* Member of National Service Scheme

**PERSONAL PROFIL**

Date of Birth **:** 17-05-1989 Gender **:** Male Marital status **:** Married Nationality **:** Indian

 Languages known **:** English, Tamil

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