**CURRICULUM VITAE**

***SIVAGNANAM***

***SIVAGNANAM.337562@2freemail.com***

**Objective:-**

To grow in a leading organization, where I can contribute towards the growth of organization, which would not only offer me deep and diversified exposure but also enhance my skills, use of my experience for the achievements of organization goals and objectives.

**Educational Credentials: -**

* MBA (Finance & Marketing) Appeared in 2010-2012 from Rathinam College Arts & Science, Coimbatore, which is affiliated to the Bharathiyar University, Coimbatore.
* Bachelor of Commerce, (B.com): Appeared in 2007-2010 from Caussanel College of Arts & Science, Muthupettai, which is affiliated to the Alagappa University, Karaikudi.

**Computer Proficiency**

* MS Office
* Tally ERP 9

**Projects Profile**

**PG Project (MBA) :**

Title : A Study on Financial Statement with reference to

 Craftsman Automation Pvt Ltd”

 Organization : Craftsman Automation Pvt Ltd, Coimbatore.

 Team Size : 2

 Duration : 3 months

 **UG Project (B.Com) :**

 Title : Online portal for professional and enrolment system

 Organization : SRM InfoTech

 Team Size : 2

 Duration : 4 months

**Key Strength Areas:**

* Finance & Accounts Operations
* Accounts Receivable and Payable Management
* Billing & Invoicing
* Bank & Supplier Reconciliation
* Monthly Accounts Reporting

**Working Experience**

* **Ramanathapuram, Tamil Nadu, India.**

Period : June 2012 to October 2016

Designation : Junior Accountant

Nature of duties:-

* Handle customers and their financial transactions
* Make Loan payments to customers against Jewel’s and vehicle after checking and validating documents. Check the availability of funds before making payments to customers
* Received and processed customer financial transactions, including deposits and loan payments
* Preparation of receipt and payment vouchers
* Maintains payroll information by collecting, calculating, and entering data.
* Disburses petty cash by recording entry
* Verifies vendor accounts by reconciling monthly statements and related transactions
* Manage the entire accounting/finance operations including finalization of accounts and preparing reports ensuring accounting standards, up to data maintenance of computerized accounts
* Perform physical verification of cash at the end of the day and reconcile with banking records.

**Personal Information**

  Date of Birth : 15.01.1990

Sex : Male

Nationality : Indian

Marital status : Single

Languages known : English & Tamil

**Visa Status: Visit Visa**

**Declaration**

I hereby declare that the above furnished particulars are true and correct to the best of my knowledge and belief.