

**PERSONAL DETAILS**

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| **Name** | **Sundararajan** |
| **Nationality** | **Indian** |
| **Date of Birth** | **25-08-1971** |
| **Gender** | **Male** |

### Objective

* **Aims to pursue career in banking /Accounting /Finance/Administration.**

### Professional Strengths

* Over 10 years of extensive experience in Banking Operations, CRM, Business Development, Credit Appraisal and Recovery Management.
* Over 5 years of sales experience in Pharmaceutical industry as a Territory Manager.
* Over 5 years experience as a Senior Finance Manager.
* A keen strategist with an expertise in managing Branch office, region with key focus on top line & bottom line profitability by ensuring optimal utilization of resources.
* Out-of-the-Box Thinker with proven track record of increasing revenues, establishing networks, streamlining workflow & creating team work environment to enhance productivity innovatively.
* Adroit at designing business processes for dramatic improvements in meeting customer needs and other external strategic demands.
* Track record of consistently achieving sales targets at branches, region building dynamic sales teams, identifying high-yielding services.
* Adroit at providing decision for sanction and disbursement in order that commitment to customer on turnaround time is met.
* Proficient in cementing healthy relationship with the clients for generating business and leading workforce towards accomplishing business and corporate goals.
* Significant experience in administering activities pertaining to Accounts & Finance.
* Outstanding communication, presentation skills.
* Ability to achieve immediate and long-term goals and meet operational deadlines

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**Work Experience**

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| **Name of the organization** | **From Year** | **To Year** | **Designation** |
| Lakshmi Vilas Bank Ltd | 1996 | 1999 | Clerk |
| Lakshmi Vilas Bank Ltd | 1999 | 2007 | Scale I officer |
| M J Pharma Distributors | 2007 | 2013 | Territory Manager- Sales |
| Lakshmi Pipe Corporation, Chennai | 2013 | March 2017 | Senior Finance Manager |

**The details of the various assignments that I have handled are listed here, in chronological order.**

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| **ORGANIZATION** | **LAKSHMI VILAS BANK LTD** |
| **POSITION HELD** | **CLERK/OFFICER** |
| **PERIOD** | **1996-2007** |
| ABOUT THE ORGANIZATION | Lakshmi Vilas Bank Ltd is one of the oldest scheduled commercial banks in India. It was established in the year 1926. Headquartered in Chennai, it has more than 300 branches and a total business of 110 billions. |
| ACHIEVEMENTS | * Generated new business through presentation of bank products to customers and follow up.
* Consistently met targets on all other cross sell products like Credit cards, Insurance and loan products.
* Monitored all parameters with respect to service quality
* Ensured effective complaint handling.
* Prepared Month end reports to the supervisors and helped identify and resolve any problems that occurred.
* While in the supervisor cadre handled a team of 5 customer representatives, 2 tellers and 3 Personal bankers.
* Appraised loan proposals inclusive of conducting risk analysis and scrutinizing relevant documents before sanctioning/disbursing of loans
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| SELECTED ACCOMPLISHMENTS | * Played an instrumental role with branch always meeting every sales targets each year.
* Won several branch contests consistently as top sales person
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| **ORGANIZATION** | **M J PHARMA DISTRIBUTORS, CHENNI** |
| **POSITION HELD** | **SALES MANAGER/TERRITORY MANAGER** |
| **PERIOD** | **2007-2013** |
| ABOUT THE ORGANIZATION | Pharma Distributors for Venkat Pharma ltd(herbal products), Arvind remedies ltd (manufacturer of branded medicines like artin, Nimser and Fesozinc) &jb chemicals and pharmaceuticals limited(manufacture of ifimol, tensimin and pantac-d) |
| DUTIES | * Building and maintaining relationships with Pharmacies and Medical shops within the specified territory.
* Ensuring that all sales and marketing activities are fully coordinated and optimized.
* Identifying potential new sales opportunities and then working to develop them in to key accounts.
* Initiating and cultivating communication with interested organizations.
* Recruiting top performers and talent and then guiding them to deliver excellent business results.
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| ACHIEVEMENTS | * Managed, directed and motivated a team of 8 sales representatives with an objective of increasing sales and surpassing management goals.
* Handled all facets of territory including sales, marketing, training, inventory management and distributor agreements.
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| **ORGANIZATION** | **LAKSHMI PIPE CORPORATION, CHENNAI** |
| **POSITION HELD** | **SENIOR FINANCE MANAGER** |
| **PERIOD** | **2013-MARCH 2017** |
| ABOUT THE ORGANIZATION | Whole sale dealers for Finolex pipes in and around Tamilnadu. Having 7 outlets in Chennai and 5 outlets in other parts of Tamilnadu. |
| PRINCIPAL ACCOUNTABILITIES | * Responsible for financial accounts, budget and cash flow.
* Detailed analysis of financial data.
* Identifying areas of potential profitability.
* Maintaining the stability of company financial systems and ensuring the accuracy of accounting.
* Supervising trainee accountants.
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| ACHIEVEMENTS | * Consistently maintained accuracy throughout the financial years
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### Educational Qualifications

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| **From Year** | **To Year** | **Education Type** | **Branch of Study** | **Institution name** | **Percentage of Marks/Class** |
| 1988 | 1991 | Bachelor of Science | Mathematics | Madurai Kamaraj University | 84% - I Class |
| 1991 | 1993 | Master of Science | Mathematics | Madurai Kamaraj University | 69% - I Class |
| 1998 | 2001 | Master of Business Administration | Finance | Annamalai university | 60% - I Class |

Additional Academic Credentials

* Cleared C.A.I.I.B from Indian Institute of Banking and Finance in the year 2001.
* Certificate in Trade Finance from Indian Institute of Banking and Finance in the year 2008.
* Certificate in Know your Customer and Anti-Money Laundering from Indian Institute of Banking and Finance in the year 2008

### Software Skills

* Strong Knowledge in Microsoft Office Products – Ms Office and Ms Excel
* IBM Lotus.
* TALLY Accounting Package version 9

### Banking Product Skills

* Operational Experience in FLEXCUBE, an oracle solution for banking.

# References : Available on Request