**Selvaraj RESUME**

Email: selvaraj.375208@2freemail.com

**CAREER OBJECTIVE:**

I would like to work in inspiring & challenging environment which would help me to learn more and bring out my best performance as well as to meet my organization’s vision and mission.

**EDUCATION QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University/Board** | **Year** | **Score** |
| B,COM.[CA]., | Devanga Arts College, Aruppukottai. | Madurai Kamaraj University | 2014 | 73.5% |
| HSC | Devangar Higher Sec School, Aruppukkottai. | Tamil Nadu State Board | 2011 | 84.6% |

**EXPERIENCE:**

* + - Organization Name : **Xpitax Private Solution** at Chennai.
		- Designation : Tax Preparer for USA & Canadian Clients.
* Experience : 5 months.
* Process undergone : Tax returns filling for USA & Canadian Clients.

**CURRENT WORKING ORGANIZATION:**

* Organization Name : **Accenture Private limited** at Chennai.
* Designation : Process Associate (Accounts payable Process).
* Experience : 7 months.
* Process undergone : **QM ( Query management )**

  **a,** Resolving Vendor Query.

 **b,** Invoice Processing.

 **c,** Vendor Reconciliation.

**CERTIFICATION:**

* CERTIFIED LEAN **SIX SIGMA** PROFESSIONALS - **GREEN BELT**.
* Diploma Certification on **TALLY ERP 9.**

**PROFFESIONAL SKILLS:**

* Tally ERP 9.
* Complete knowledge on MS-Office.
* Programming knowledge – C, Java, VB, DBMS (Sql server).
* Designing knowledge­­­­­­­­­­­ – Multimedia, Flash and Photoshop.
* SAP – (Accounts Payable Process).

**ACHIEVEMENTS:**

* Scored school **1st**in the following subjects in **XII Board examination**

**Commerce, Accountancy, History**.

* **Class Representative** during the graduation.
* Participated in **DR.APJ.ABDULKALAM SPEECH** in College Day Function.

**PROJECT UNDERGONE:**

* BCOM [CA]., Project report on “**COMPUTERS SALES & SERVICES SYSTEM MANAGEMENT**”. **(Tools used:** VB, MS-ACCESS**)**.
* (MBA) Project report on “**A SURVEY ON THE PREVALENCE OF OCCUPATIONAL DISEASES AMONG FACTORY WORKERS”**.
* (MBA) Project report on “**CUSTOMERRELATIONSHIP MANAGEMENT IN RAJAJINAGAR CO-OPERATIVE BANK LIMITED AT BANGALORE**”.

**PERSONAL DETAILS:**

Date of Birth : 05, May, 1990

Nationality : Indian

Gender : Male

Languages : English, Tamil (Read, Speak, Write), Telugu & Kannada (Speak).

**DECLARATION**

I hereby declare that the information furnished above is true to my knowledge.

**Place:**

**Date:** **(SELVARAJ)**