Curriculam vitae

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Balamurugan

[Balamurugan.380738@2freemail.com](mailto:Balamurugan.380738@2freemail.com)

**EXPERIENCE SUMMARY**

Having about 14 years of experience in Administration, Accounts, Data Entry, Medical Billing and Order Management

**CORE COMPETENCIES**

Expert level knowledge of the Administration, Accounts, Medical Billing, MS-Office and the support in ordering management.

**Professional Experience**

**January 2017 to Till date**

**IND-TECH Engineers & Contractors, Tuticorin**

**Role: Admin Manager cum Accountant**

**Responsibilities:**

* Administration of Office and make arrangements for new candidates pass and renewal of the workersDetails and about the order delivery.
* Maintain the daily base Accounts and Payroll of the workers.
* Know about the full management operations and can maintain stocks of the ware houses
* Maintain the daily basis sales & purchase of factory
* Maintain the Customer Outstanding and BRS for the factory
* Submission of monthly Sales Tax and Central Excise returns and the service tax through online

**September 2011 to 30.06.2016**

**Vibgyor Paints & Chemicals Pondicherry, Chennai**

**Role: Admin Manager cum Accountant**

**Responsibilities:**

* Administration of Office and Attending Phone calls from Railways about the Tender

Details and about the order delivery.

* Maintain the daily base Accounts and Payroll of the workers.
* Know about the full management operations and can maintain stocks of the ware houses and make arrangement for the order products.
* Sending the Stock Status Report to Our Factory.
* Maintain the daily basis sales & purchase of factory
* Maintain the Customer Outstanding and BRS for the factory
* Submission of monthly Sales Tax and Central Excise returns through online

**May 2010 –July 2011**

**Teamlease Staffing Solutions, Chennai**

**Contract to: Nestle India Ltd., Chennai**

**Order Management Centre**

**Role: Customer Facilitator.**

**Responsibilities:**

* Order Analysis through Order Management Process
* Order Analyst on Creation, Releasing, confirming and Printing Production order for configured products.
* Determining the Customer Service Level (CSL) in the SAP BW (Business Warehouse Element).
* Implementing item Proposal with Sales Order Document Types.
* Preparing Demand Planning Accuracy on Weekly and Monthly Basis.
* Receiving Closing Stocks from the Customers.
* Monitoring Stock position everyday and base on the requirement move the stocks.
* Sending Stock Status Report to Head Office.
* Working in Sales Plan and Statistic Package and generating the repots as per the managerial requirements.

**April 2008 – May 2010**

**Perot Systems BPS India Ltd., Chennai**

**Role: Financial Transaction Executive**

**Responsibilities:**

* Medical Billing Entry for the USA Health Insurance Companies.
* Worked for the Providers based Management Systems.
* Worked for the Healthcare Insurance Companies under USA
* Worked based with EOB’s.
* Worked with team high quality and with Quality Control.
* Worked with all the team mates and uploading the Transactions.

**June 2007 – March 2008**

**TnQ Books and Journals Pvt. Ltd., Chennai**

**Role: Data Conversion Operator**

**Responsibilities:**

* Worked with the E-Publishing Company
* Data Entry of E-Books and Quality Control
* OCR Running of the E-Books and Entering with High Quality
* Quality Control of the E-Books and Uploading.
* Proof Reading of the E-Books.
* Worked with the Indesign and Designing of the books and Journals.

**April 2002 – May 2007**

**VIBGYOR Paints and Chemicals, Chennai**

**Role: Administrative Assistant cum Account Assistant**

**Responsibilities:**

* Worked with the Paints & Chemical Company.
* Working with Administrative Assistant
* Maintaining of the Accounts Ledgers
* Maintaining of the Cash Book, Purchase order book and sales order book.
* Worked with excel sheet to enter the all entries
* Worked bank reconciliation and tallied the accounts.

**General Skills:**

* Ability to work with any shifts.
* Ready to take additional challenges.
* Typing Speed with 45 wpm.
* Can Work with MS- Office tools.

**EDUCATION**

B. Sc (Chemistry):ManonmaniamSundaranar University, Tirunelveli

Technical Qualification : Diploma In Computer Application

: Type Writing English Senior Grade

**PERSONAL DETAILS**

Date of Birth : 09-03-1974

Languages Known : English, Tamil

Nationality` : Indian

Marital status : Married