**CURRICULAM VITAE**

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**OBJECTIVES**

To make a positive impact in my field of activity leading to organization growth by creative application of my value based conviction and professional divinity by putting all my efforts in the work assigned to me in an organization where I can grow along with the organization.

## COMPUTER PROFICIENCY

* Knowledge of Accounting software’s Tally 9.2
* Proficient in Ms-Office, Windows XP and Internet.

PROFESSIONAL EXPERIENCE:

Worked at : **Narasu's Roller Flour Mills, Salem**

Designation : Office Clerk cum Store Keeper.

Department : Administration.

Duration : 2002 to 2008(With Experience Certificate)

Worked at : **Rathi Silks and Sarees,Salem**

Designation : Admin Cum Garments,Production Manager.

Department : Administration.

Duration : 2008 to 2014(With Experience Certificate)

**Roles and Responsibilities include:**

* Responsible for handling all processes surrounding the daily billing, management, collection, and settlement
* Properly allocating all customer payments by cash, cheque transactions.
* Complete all invoice process
* Complete all customer balance disputes if any,and resolve authorised deductions.
* Responsible to manage the general ledger, prepare monthly reports, and cash payments.
* Responsible to execute cash sales reconciliation, posting payments, generating exceptional invoices,preparing credit note and debit note, to resolve customer related queries and closing agreements.
* Successfully boosted collections from 80% to over 99% with efficient follow up with customer regarding payments.
* Work collaboratively with vendors; employ exceptional client management skills and handling
* Proactively communicate with other departments to resolve all pending invoice issues
* Responsible for employees time sheet, annual leave due, wages calculation, salary preparation
* Maintaining employees details and all kinds of administrative work.

EDUCATIONAL QUALIFICATION:

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| --- | --- | --- |
| DEGREE | INSTITUTE / UNIVERSITY | YEAR |

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| --- |
|  B.A.(Eco) Periyar University 2002DCFD VK SOFTWARE SOLUTION 2012SSM COLLEGE 2012 |

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| **PERSONAL DETAILS*** Date of Birth : 10 Oct 1979

Sex : Male* Nationality : Indian
* Marital Statu : Married
* **LANGUAGES :**
* English
* Hindi
* Urdu
* Tamil
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OTHER HIGH LIGHTS

* Handledthe work very efficiently all kinds of administration works.

## PERSONAL SKILLS

* Skilled in working with effective time constraints.
* Good communication skills and excellent team player.
* Comprehensive problem solving and analytical skills.
* Good Documentation Skills.

**First Name of Application CV No: 401244**

Whatsapp Mobile: +971504753686

