[**Suresh.358890@2freemail.com**](mailto:Suresh.358890@2freemail.com) ****

**Suresh.**

**OBJECTIVE:**

* To use my skill and potential to the best of my ability and for the benefit of the organisation.
* To put of my creative and innovation ideas into action this may best suit the organisation.
* To learn continuously all through my career and use all the opportunities available to the best of my ability.

**PROFESSIONAL WORK EXPERIENCE:**

**Previous Organisation** : **ICICI BANK LTD**

PANAYAPATTI BRANCH

PUDUKKOTTAI DIST-(INDIA)

Period : March 2003 - December 2008

Position : OFFICE ASSISTANT

**Responsibilities.**

* Looking care of Business Transactions.
* Customer service.
* Gold coins, Mutual funds, Insurance canvassing.
* Handle requests and transactions, or direct the matter or person to the proper department
* Voucher Preparing.
* Maintenance of all the Records
* Document control.
* Assist in resolving problems and complaint raised by unsatisfied customers
* Process applications or forms to ensure completeness and accuracy
* File documents; develop and modify filing practices – this includes the usage of electronic in addition to paper records

**Previous Organisation** : **M/s. Rasi Blue Metals,**

44/1F Behind Sipcot Thiruvengaivasal

. Pudukkottai Dist-(INDIA)

Period : Jan 2009 – Aug 2014

Position : Office Administrative Executive

**Responsibilities**

* Preparing Sales Invoice and Verification
* Verification of Purchase Bills.
* Preparing the Purchase Order and send it to the Creditors.
* Receipts and Payments entry in Tally.
* Updating data entries & verify.
* Accounting the Purchase Invoice.
* Sundry Debtors & Creditors Control.
* Distribution of Salaries & Wages to Factory Workers & Employees.
* To keep Cash & Bank transactions.
* Maintenance of all the Records.
* Submission of all kind of reports to the MD.
* Purchase goods.
* Follow up payment from customer.
* Preparation of attendance register and monitoring the same
* In charge of Purchase of Materials,spares for production .
* Answering the phone and reading/sending E-mails.
* Preparing Purchase Orders
* Preparing and Issue the Cheques for Creditors.
* Handling all bank dealings with regard to cash, statements & deposits
* Maintaining both front & back office work.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Provide general information to the customers.
* Manage the daily incoming of the customers.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job.

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**Previous Organisation** : **M/s. Vaid Logistics p ltd,**

(Dalmia cements b ltd)

Period : Dec 2014 – Feb 2014

Position : Depot Staff

* Handling Clearing & forwarding for dalmia cements.
* Making invoice by sap system software.
* Handling Manual inward & outward records.
* Cash Handling & disburse labor settlement.
* Handling data uploading to Head office in Daily basis.

**Previous Organisation** : **M/s. Reliable concrete company,**

Period : April 2015 – Feb 2017

Position : Accounts Executive

* Preparing Sales Invoice and Verification
* Verifing the petty cash vouchers & getting approval from director
* Updating the petty cash voucher by tally.
* Sundry Debtors & Creditors Control.
* Submission of all kind of reports to the MD.
* Co ordinate with Accounts Manager sales Tax & Income Tax.
* Getting Balance confirmation from Sundry debtors by monthly basis.
* Working in Tally Financial Package
* Preparing Journal entry, Ledger, Balance sheet.
* Prepare a Sales entry, Purchase entry, etc.
* Prepared & presented monthly Sales Tax returns Filing.
* Prepared & presented monthly Excise Duty returns Filing.
* Petty Cash maintenance.
* Bill payable and Bill Receivable
* Maintaining Payment Voucher
* Negotiate agreements and keep records of sales data
* Cheque Issue by supplier
* Stock Maintenance in Tally
* Remain in frequent contact with the clients in your responsibility to understand their needs
* Respond the complaints & resolve issues aiming to customer contentment and prevention of the company reputation

**Previous Organisation** : **M/s. Sri Elumalaiyan construction,**

Period : April 2017 – June 2017

Position : Accounts

* Preparing Sales Invoice and Verification
* Verifing the petty cash vouchers & getting approval from director
* Updating the petty cash voucher by tally.
* Sundry Debtors & Creditors Control.
* Submission of all kind of reports to the MD.
* Co ordinate with Accounts Manager sales Tax & Income Tax.
* Getting Balance confirmation from Sundry debtors by monthly basis.
* Working in Tally Financial Package
* Preparing Journal entry, Ledger, Balance sheet.
* Prepare a Sales entry, Purchase entry, etc.

**ACADEMIC PROFILE:**

* M.B.A(Financial Management)

Annamalai University ,

Annamalai nagar.

* B.B.A. (Computers Applications)

AnnamalaiUniversity ,

Annamalai nagar

**COMPUTER KNOWLEDGE:**

* Proficient in basic use of Ms – Office.
* Tally 9 & Tally ERP 9
* Internet sawy

**Other Skills.**

* Type writing English Lower.

**PERSONAL TRAITS:**

* Responsible
* Adaptable
* Understanding

**Declaration**

I hope that the above said details will be suitable for a post in your concern the details produced are all true up to knowledge. Expecting your valuable reply from your end.