

Career Objective

A young and aspiring self-confident person seeking a suitable position to utilize my skills and abilities in the field that offers professionals growth in carrier while being resourceful, innovative and flexible

Organization Work Experience

1. Sruti's Group Companies C&F [*Pharmaceuticals Account Department 2013 -19*]

- *stock cross check in inbound outbound*
- *After billing stock received to customer checking*
- *Maintaining Stock Record & Preparing MIS Reports on Sales*
- *Sending debtors credit and debit note to the customer*
- *Clearing payment inquiry to customer*
- *Head office payment & Commission sheet prepared*

2. ONE 74 APARTMENT OWNERS ASSOCIATION [*Accountant Executive 2019*]

- *247 flat maintenance Bill Raising*
- *And water bill raise and payment collector*
- *After Maintenance Billing Preparing MIS Report on Sales*
- *Bank Deposit Cheque & Payment Checking*
- *Supply Vendor Bills Checking & payment Preparing*
- *Staff & Security Salary Prepared*
- *Outstanding Report Generated*

3. SST TELECOM PVT LTD [*QC CHECKER -2020*]

- *Before Tower Person Environmental Health and Safety Gross Checking*
- *After EHS Closed Task related inequity to customer*
- *After EHS Antenna & RRU installation Qc Checking*
- *MIS Reports Preparing on the PO Line item*
- *PO Mapping and payment process*

- *Address customer and employee satisfaction issues promptly*
- *Prepare financial statements for the head office.*
- *Monitor expenses of the branch.*
- *Maintain all relevant databases and update.*
- *Prepare branch budget and submit to head office.*

- *Providing updated information to the client about new products or services to make upsells*
- *Preparing analytical reports about the progress of customer relationships and presenting them to the management*

- *Provide standard clerical duties as assigned, including faxing, copying, mailing, and communicating with clients*
- *Purchase materials, plan inventory and oversee warehouse efficiency.*
- *Help the organization's processes remain legally compliant*

- Positive thinking
- Self confidence
- Right attitude
- Punctuality
- Communication
- Time management

Software Knowledge

- Ms - Office
- SAP
- ERP
- C-Square
- Base E12
- Marg
- Tally

Personal Profile

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|---------------------|---|----------------------------------|
| NAME | : | Ramesh E |
| FATHER NAME | : | Elumalai R |
| MOTHER NAME | : | Ramani E |
| NATIONALITY | : | Indian |
| BIRTH | : | 16.06.1987 |
| EDUCATIONAL | : | B.com, <u>M.Com</u> |
| SEX /MARITAL STATUS | : | Male/ Married |
| | : | Physical Handicapped |
| LANGUAGES KNOW | : | Tamil, English |
| HOBBIES | : | Reading books, watching cricket. |

Declaration

I hereby declare that the above furnished and stated information are true to the best of my knowledge