

Plot No:17, Puvana Pandian Illam,
Kasi Thottam, Thenparankundram, Madurai- 625005.

R.SUNDARASHANKAR
Mobile: **7010887163**
e-mail: shankarthass@gmail.com

Carrier Objective:

Seeking a challenging environment that encourages continuous learning & Creativity that provides exposure to innovative ideas and stimulates personal and professional growth.

Experience Summary:

Employer	: Lion Cable Network	Part Time Work: Swiggy Delivery Partner
Designation	: Accounts	
Product	: District Channel	
Period	: Till Date	

Employer	: SGSC Group of Companies
Designation	: Accounts Manager
Product	: Construction & Quarrey
Period	: 25 th Aug '19 to 26 th Oct '19

Employer	: Shanmuga Metals Group of Companies
Designation	: Accounts & Online Tender Works
Product	: Bold & Nut Manufacturer
Period	: 24 th May '19 to 24 th Aug '19

Employer	: MADITSSIA
Designation	: Joint as an Accounts & DTP Operator and Promoted as an Asst. Manager (Admin)
Product	: Service
Period	: Dec '16 to 23 rd May '19

Employer	: Jeevan Paints & Advertisements
Designation	: Manager- Sales & Accounts
Product	: Paints Manufacturing and Advertisements
Period	: Nov 2014 to Dec 15 2015

Employer	: Thass Technology- Winded up
Designation	: Proprietor
Product	: Smart Cards
Period	: 10 th Feb 2005 to Nov 2014

Employer	: Mithrra Systems and Solutions
Designation	: Administrative Executive
Product	: BARCODE Products
Period	: Jan 2002 to Feb 2005

Employer	: Wipro-CARE
Designation	: Sr.Marketing Executive
Product	: Computer Hardware/Software AMC
Period	: Sep 1999 to Oct 2001

Employer	: Hotel SUPREME
Designation	: Cashier (APPOLO BAR)
Product	: Restaurant
Period	: Nov 1997 to Sep 1999

Employer	: Sri Ganapathi Finance
Designation	: Accountant cum Collection Executive
Product	: Micro Finance
Period	: Apr 1996 to Oct 1997



Job Responsibilities:

PROFICIENT IN PREPARING AND MAINTAINING STATUTORY BOOKS OF ACCOUNTS WITH EXTENSIVE KNOWLEDGE IN HANDLING TAXATION AND ADEPT AT MANAGING DAY TO DAY CASH & ACCOUNTS FUNCTIONS IN CO-ORDINATION WITH INTERNAL/EXTERNAL DEPARTMENTS FOR SMOOTH FINANCIAL OPERATIONS.

Technical Expertise:

Accounting Tools : Tally 6.3, 9.0. ERP
Operating Systems : MS-DOS, Windows 9x, 2000/XP, Linux
Applications : MS-Office Suite, Coral Draw, Photoshop CS
Typing : English, Tamil with 40-45 wpm with 98.5% accuracy

Qualification Highlights:**Bachelor of Commerce,**

- Thiagarajar College of Arts and Science, Madurai Kamarajar University, Madurai.
- Aggregate Percentage: 64 %

Post Graduate Diploma in Computer Application,

- Madura Institute of Computer Studies (MKU), Madurai.
- Aggregate Percentage: 60 %

Higher Secondary,

- Union Christian Higher Secondary School, Madurai.
- Aggregate Percentage: 76 %

Strengths:

HAVING GOOD PLANNING AND PROBLEM SOLVING SKILLS

URGE TO CONSTANTLY UPGRADE IN AREAS RELATED TO MY SPECIALIZATION

SELF-BELIEF, SELF-MOTIVATION, SELF-CONFIDENCE AND ABILITY TO GRASP THINGS QUICKLY

Personal Details:

Nationality : Indian
Date of Birth : 25th Feb 1975
Sex : Male
Marital Status : Married but Single
Father Name : Late.K.Rajendran (Retd.D.R)
Languages known : English, Tamil.

DECLARATION:

I CONSIDER MYSELF FAMILIAR WITH GIVEN ASPECTS. I AM ALSO CONFIDENT OF MY ABILITY TO WORK IN A TEAM. I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Yours Sincerely,
R. Sundara Shankar