

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

R.SUNDARASHANKAR
Mobile: **9786 71 00 69**
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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** : Bundle Technologies (SWIGGY)
Designation : Delivery Executive
Product : Service
Period : June '19 to Till date
- Employer** : MADITSSIA
Designation : Joint as an Accounts & DTP Operator and Promoted as an Asst. Manager
Product : Service
Period : Dec '16 to 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 : 10th Feb 2005 to Nov 2014
- Employer** : Mithra 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 (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.