

# **RESUME**

**Venkatesan Hari**

Mobile : 9080972937

Email ID: venki.chennai99@gmail.com

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## **CARRER OBJECTIVE:**

To be associated with a firm, this provides career development opportunities and contributes in this progress through my knowledge and skill.

## **PROFESSIONAL SUMMARY:**

| <b>Company Name</b>    | <b>Duration</b> | <b>Designation</b>                    |
|------------------------|-----------------|---------------------------------------|
| TVS Sundaram<br>Motors | 1.3 year's      | Back Office Executive,<br>Stock Audit |

## **JOB DESCRIPTION:**

- Monitors and maintains current inventory levels and tracks orders and investigates problems.
- Performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Reconciling the variations which reflected in inventories.
- Ability to reconcile stock counts to report data.
- It includes data management and data entry.
- Giving Suggestion & Training on Stores Management to the various branches in TVS Sundaram Motors, TVS OESL (Original Equipment Spares & Lubes) & MAS (Madras Auto Service) across all over India.
- Explaining them the FIFO and LIFO Basis for selling the Materials.
- Conducting Physical Inventory Twice in a Year.
- Conducting Perpetual Inventory in the daily basis.

**TECHNICAL SKILL SETS:**

- Thorough knowledge of Accounting.
- MS word 2007, MS excel 2007, and power point.
- Good Working knowledge of internet.
- Type writing in Lower in English.

**ADDITIONAL SKILL SETS:**

- Strong analytical and problem-solving skills, positive attitude
- Written and communication skills
- Smart working, ability to work as part of a team.
- Willingness to learn

**EDUCATIONAL QUALIFICATION**

|         |                                                    |                      |
|---------|----------------------------------------------------|----------------------|
| S.S.L.C | M.ct.m Higher Secondary School, Chennai – 600 084. | 68%                  |
| H.S.C   | M.ct.m Higher Secondary School, Chennai – 600 084. | 60%                  |
| B.Com., | Thiruthangal Nadar College, Selavayal, Chennai.    | 60% Up to 6 semester |

**PERSONAL DETAILS**

Father's Name : Mr.T. Hari

Address : 151/71 Iyya street  
Chintadripet, Chennai – 600002.

Date of Birth : 17.10.1997

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages Known : Tamil & English

**DECLARATION**

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Signature

**(VENKATESAN.H)**

Date :  
Place :



