Curriculum Vitae

Mr. MUNIM VIJAY SWAMY

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Contact: 9561820627/ 8999506105

Objective :

To work in an environment that provides ample opportunities to my career, expand my skill and knowledge and to be an asset to the organization by constantly adding value to it .

PERSONAL INFORMATION :

- ➤ *FATHER'S NAME*   : *Mr. Vijay Munni Swamy.*
- ➤ *DATE OF BIRTH*   : *26/09/1989.*
- ➤ *GENDER*   : *Male.*
- ➤ *MARITAL STATUS*   : *Unmarried.*
- ➤ *CATEGORY*   : *General.*
- ➤ *RELIGION*   : *Hindu.*
- ➤ *NATIONALITY*   : *Indian.*
- ➤ *LANGUAGES KNOWN*   : *English, Hindi, & Marathi.*
- ➤ *PRESENT ADDRESS*   : *Eden Rose, B/7-A Wing, Flat no: 13*
  Vrindavan Complex,
  Evershine City Main Gate,
  Vasai (East) ,Palghar: 401208
  State - Maharashtra
- ➤ *PERMANENT ADDRESS*   : *1/7, Shamimullah Chawl,*
  P.P Dias Wadi,
  H.F Society Road
  Andheri (E), Mumbai: 400 069,
  State- Maharashtra
- ➤ *HOBBIES/ INTERESTS*   : *Playing Cricket, Football,*
  Listening Music

Academic Qualifications :

Exam	Board	Year
S.S.C	Mumbai Board	2007
H.S.C	Mumbai Board	2009
Graduate (B.com)	Mumbai University	2013

Computer Literacy are as under:

➢ *Microsoft Office (word, excel, , power point) & Internet.*

➢ *ERPNext Software , Tally ERP 9, Microsoft Office Access Software*

Total Work Experience Five Years :

Currently working:

➢ *Working with Cockerill Exports Pvt.Ltd, Andheri (W), Mumbai as a Export Manager & Account Assistant from Sep 2014 to till date.*

Job Responsibilities:

➢ *Entire Export Documentation*

➢ *Preparing commercial invoices, packing list.*

➢ *Preparing Marine Insurance Invoice & Certificate of Origin.*

➢ *Sending scan copies of documents to customer after receipt of BL.*

➢ *Informing tracking No. of courier to customer with regards to Original shipping documents.*

➢ *Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.*

➢ *To maintain co-ordination between related department.*

➢ *Entering in Tally ERP 9 type of data like sale , purchase and printing cheque from Tally*

➢ *Bank Reconciliation in Tally ERP 9*

➢ *Preparing RTGS & NEFT fund transfer.*

➢ *Online TDS Challan Generation and payment.*

➢ *Making all entries as purchase & sales*

➢ *Preparing vendor cheques/ Self Cheques for payments.*

➢ *Preparing Sale Order & Purchase Order in ERPNext Software.*

➢ *Creating Suppliers/Customers in ERPNext Software.*

> *Knowledge in EPF (Employee Provident Fund) modify employee name & online claim procedure.*

> *Reply of mails to clients/vendors well in time.*

DECLARATION:

> *I hereby declare that above mentioned information is true and correct to my knowledge and belief .*

PLACE: PALGHAR

DATE:

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MUNIM SWAMY
(Signature)