

RESUME

Contact Address	Mail Id	<u>mohan301116@gmail.com</u>
M.MOHAN ANDAVAKKAM VILLAGE VEDAVAKKAM POST MADHURANTHAGAM TALK KENCHEEPURAM DK	Contact Phone	7010074205
	Date of Birth	25-05-1994

CAREER OBJECTIVE

I wish to take up challenging responsibilities and learning new things to achieve excellence through hard work, at the same time prove to be an asset for the organization that in long term will help me reach great height in my career.

ACADEMICS CHRONICLE

Qualification	Year of passing	Institution	University/ Board	Percentage
B.COM	2014	Govt arts college nandanam	Madras university	60%
H.S.C.	2011	Hindu Higher Secondary School, Madhuranthagam	State board	63.00%
S.S.L.C.	2009	Govt higher sec school vedanthangal	State board	61.00%

Work Experience - II

Muthoot Finance Ltd..

Chennai.

4 Year Experience In Assistant Manger In-Charge.

- 4 year of relevant experience in **Accounts Payable.**
- Having knowledge in purchase accounts.
- Having knowledge in BRS.
- Having tally knowledge in payable entry.

- To Maintaining Petty cash on daily bases.
- To Maintaining Payment voucher.
- Preparing Monthly Statement for cash handling

Work Experience - I

KVB BANK LTD

Marketing Executive,
pallavaram

- Devise marketing campaigns with the goal of increasing product awareness and increasing sales and profits.
- Plan, organize, and execute marketing and sales programs.
- Track market and company sales performance.
- Generate leads and drive sales.
- Manage vendor contracts.
- Develop marketing plans.

TECHNICAL SKILLS

- Knowledge in **Tally ERP9.**
- Knowledge in **MS-office.**
- **Knowledge in Excel.**

MY STRENGTH

- Self motivated and hardworking with high level self confidence
- Never say die spirit
- Capability of solving problems
- Customer Handling.

AREA OF INTEREST

- Accounts & Finance
- Administration

➤ Marketing

PERSONAL DETAILS

Name : MOHAN.M
Date of Birth : 25-05-1994
Father's Name : K.MURUGESAN
Nationality : Indian
Gender : Male
Marital status : MARRIED

Languages Known :

- Tamil - Read, Write and Speak
- English - Read, Write and Speak

DECLARATION

I hereby declare that the above furnished details about me are true to the best of my knowledge and belief and nothing been concealed here above.

Place: Chennai

Yours Faithfully,

Date :

(MOHAN.M)