

COVER LETTER

Dear sir/Madam,

Please accept my letter and resume in response to your position.

I finished Master of Business Administration with the specialization of **Finance and Marketing** in Surya Group of Institution. I finished Bachelor of Commerce in Govt Arts college (Autonomous) and I would like to join in your firm where I will have effective environment for knowledge, where with my skills and knowledge I will able to know about new things, and where my performance will be meet to company's needs.

My key strength includes leadership, creativity, troubleshooting skills and quick problem solving ability.

I believe that I could make significant contribution to your firm. If you are interests in interview, please contact me at below mobile number or e-mail me on muthu.mkbs@gmail.com

Thank you for reading my letter and resume.

Sincerely,

B.MUTHUKUMARAN

RESUME

MUTHUKUMARAN.B

Mobile No: 9843169733

Mail ID: muthu.mkbs@gmail.com

Objective:

Seeking a position to utilize my skills and abilities to the organization.

Educational Qualification:

Qualification	School & College name	University	Year of Passing	Percentage (%)
M.B.A	Surya Group of Institutions, Vikiravandi	Anna University	2014	CGP 6.37%
B.Com	Govt Arts college (Men) Autonomous, Nandanam, Chennai.	Madras university	2010	62%
H.S.S	Govt.H.S.S	State Board	2006	75.3%
S.S.L.C	Govt.H.S.S	State Board	2004	55.4%

EXTRA-CURRICULAR ACTIVITIES

- Sports.
 - Volley-ball.
 - Foot- ball.
 - Cricket.
 - Chess.
 - Carrom.
 - Kabhadi.
- Speech competition.
- NSS.

Technical skills

Packages : Tally ERP9, MS Office (Word, Excel, Power point), SPSS,

Basic Computer,

Typewriting : Lower English

Work Experience

Accounts Exp : AUDITOR OFFICE. (Accounts Maintenance). (2 YEARS)

(3 Years) : SRI SAI ENTERPRISES (as a Accountant) (1 YEAR)

Other Exp : Victory Eservices Pvt Ltd . (Call center),Villupuram(1 YEAR)

: **Commercial officer at Caplin point ltd** (8 months)

LAST WORKED : India Gospel Foundation (Trust& School)

Accounts & Finance **MANAGER** (2 YEAR)

Achievements:

State level Champion got best **CCO Award Winner**

Personal Traits:

- Self Confidence
- Creativity
- Attitude
- Hard Worker
- Time Management

Project Work:

Summer project (MBA) :

One month's internship programme, to learn the overall department of "**Larsen & Toubro Limited**" puducherry

Main project(MBA) :

Six month Internship programme, title of the report is "A study on **Consumer buying behavior and perception** with special reference to **Big Bazaar,**" Chennai..

Industrial Visit

- I have visited to **Coca-Cola Company** and **Sanmina Company** in Chennai
- I have visited to **Supreme Industries Limited** in Thirubhuvanai, Pondicherry.

Personal Details:

Date of Birth	27-12-1988
Sex	Male
Nationality	Indian
Father's Name	C.Balan
Permanent Address	No:3/16,New Colony 3 rd Street, Sithani & (Post), Tindivanam (T.K), Villupuram.(Dist)
City	Villupuram-605652
Present Address	No:2/222A,Dr.Radhakrishnan Street,Madharpakkam(vill&post) ,Gummidipoondi(T.K),
City	Tiruvallur(D.T)-601202
Phone	9843169733
Email ID	muthu.mkbs@gmail.com
Languages known	English, Tamil ,Telugu
Hobbies	Reading News papers, Reading books, Hearing Songs.

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and

I bear the responsibility for the correctness of the above mentioned particular.

(B.MUTHUKUMARAN)