**BALAMURUGAN.J.K**

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**CAREER FEATURES**

**Working as Senior Admin with Education Institute from Aug 2019 to till date**

(Taking care of Admin, batch Induction, Fee collections, certificates and Housekeeping maintenance) **Admin:**

1. Checking for the requirement of infra-structure as soon as reaching office
2. Checking on mails and taking the action if required
3. Visiting twice for classrooms for attendance and sending mails for the absentees
4. Managing inventory with office storage and equipments.
5. Responsible for office supplies(stationary)
6. Maintaining vendor list and responsible for checking and adding new vendors
7. Payments Responsibility Payments for Vendors on time(through cheques) and payment for maids.
	1. Maintaining collection cash and responsible for Petty cash
	2. Sharing details of incoming call with the Counselor and taking care walk-in enquiries.
	3. Entering the walk-ins details and incoming calls in the CRM
	4. Keeping the print-outs ready like Enquiry forms and Admissions Forms

**Batches:**

* Sending the orientation mail for the registered candidates
* Responsible for the communication between the new batch and the mentor for the first class schedule and allocation of classroom
* Ensuring the registered candidates fill the admission forms and allowed for the class only if the first installment is paid
* Entering the fee data, students data with their academics details in the Google Mastersheet
* Entering the entire details of the students in the attendance portal
* Creating registration Id, assigning a batch and allocating the mentor
* Ensure the attendance is taken in Portal itself
* Responsible for the verification of the student details with respect to their academics and contact details
* Sending the verification mail for the new joinees and adding them in the Google group
* Sending the welcome mail and holiday list

**Fess Collection:**

* Creating new fee sheet before the batch start and updating with the batch wise and date wise fee status
* Responsible for the fee collection either for the new batch or installment
* Collection of pending 1st installment within 4-5 days after their joining
* Intimating the students for the second installment by sending mails and calling them within the specified time
* Responsible for the generating of fee receipts in CRM and maintaining the same in the Fee register
* Settling the batch(print-out of Summary) in the EDC on the daily basis

**Hotel Industry from Apr’18 to July 2019 (Float Food &  Beverages)**

* 1. Taking care of Head cashier and administration activities of the restaurant
	2. Cash collection reconciliation, Card payment, Online payment and account receivables.
	3. Man-management (part of HR) at cash counter and service team.
	4. Train newly hired cashier and service team on account procedures and company polices.
	5. Assist in store's shrink awareness and regular supervise done at cash collection point.
	6. Manage store operation in absence of store manager.
	7. Maintain the area clean, safe and organized. (House Keeping)
	8. Bank reconciliation done for the payment collection and payment done for the vendors.
	9. Follow up or communication done with bank for the any accounting related issues.
	10. Perform bank deposits and withdrawals according to polices.
	11. Maintain attendance register and leave details of the staff.

**Firstup Finance from Sep’13 to Mar’18 – Worked as Administration Officer (Back-end support)**

1.Taking care of entire back end support for sales team

2.Arrangement of customer appointment for sales team

3.Timely document collection or pickup

4.Document verification before submitting to bank

5.Arranging executive for payment collection

6.Handling petty cash and other expenses details

7.Handling office housekeeping and sales team stationery

8.Transport arrangement for customer visit

9.Cash reconciliation with banker for the deposit and direct payment.

***Anil DhirubhaiAmbani group of companies***

**Reliance Communications (RISPL) – working as Sr. Officer (Commercial Dept) From November 2006 to 5th July 2012**

1. Taking care of entire SAP work of raising PR, PO for Karnataka – RWSL Rental, Electricity bills, Water bills, Maintenance bill and stationery purchase, etc.

2. Co-ordinating for stationery indents and supply taken care for the Karnataka Circle RWSL stores.

3. Create service entry in SAP and follow up done for the vendor payments.

4. Defective handset ware house entry done for all the Karnataka – RW.

5. Reconciliation done with all store for the defective handset sent to ware house with the acknowledgment, before making the ware house entry in billing software (Recon).

**Additional Job Responsibilities -**

1. Reconciliation and daily settlement of cash form  ( Billing, E-recharge, Javagreen, BBC & VC)
2. PIS generation of Cash, Cheque & Credit / Debit card
3. Deposit of Cash collection to banking team.
4. Reconciliation done with banking team for any short deposit or discrepancy.
5. Video Conference reconciliation of billing and payment collection done by VC co-ordinator.
6. Reconciliation done with the Video Conference customers for the payment discrepancy.
7. Stock verification done at store level with the auditors.
8. Responsible for internal & external audit queries and audit response.
9. Maintaining the store level fixed asset and responsible for the asset movement & approval will be taken care.
10. Responsible for the asset audit on monthly basis.
11. Reconciliation done at store level for the stock inward & outward, damage receipt and defective stock sent back to ware house.

**MSource India Ltd. (Mphasis) working as Customer Support Executive From Sep‘05 – Oct‘06**

* To attend the Inbound calls & resolve the customer query.
* Understand the customer problem & try to resolve the problem on the same day.
* Reporting to Unit Manager.

***A Maxwell Group of companies***

**Microtex India Limited— Retail Division as Manager Stores (Store Manage Operation- Retail Div.)Jan’04 – Aug ‘05**

* Administering various operations encompassing warehouse management, Sales target, man management, retail operations like merchandise, pricing, customer service, product quality, co-ordination, promotional affairs, training, etc.
* Efficient management of 12 departments for the profitability of the company.

**Bellini Fashions Pvt Ltd. - Retail Division as Distribution Manager (Logistic)**

**Dec’00-Dec’03**

* Oversaw variety of operations such as MIS, merchandising, training, stock management, channel zing outlets etc.
* Distinction of computerization of  distribution functions at Regional office level
* Accountable for Stock re - order / order placement is streamlined according to the market requirement.

**Control Print (India) Ltd., as Asst. Admin. Officer**

**Apr’98-Nov’00**

* Comply with various statutory formalities (Maintain records of shops & establishments, Municipal Licenses, Sales Tax, Professional Tax, ESIC, etc.) and company’s property related matters.
* Maintaining office discipline, punctuality, Maintain attendance register,Maintaining leave records and preparing leave statement.

**Accounts functions:**

* Maintenance of cash book and prepare periodically cash statement.
* Preparations of vouchers and scrutiny of vouchers as per company’s rules.
* Bank related work & preparation of customer outstanding statement.
* Credit control on customers as per instruction from HQ.

**General Administration Functions:**

* To ensure proper filing of all the records, Price list, document, reports, etc.
* Taking care in absence of Administration Manager proper follow-up and prompt action on all matters according to priorities.
* Procurement of stationery items, maintaining inward & outward register

**Service related functions:**

* Maintaining AMC register & service register.
* Service expenses and corresponding revenue reports.
* Demo approval from HQ.

**Inventory / Stores functions:**

* Maintenance of stores ledger & entries of daily receipt / issues.
* Physical verification of stocks of (machine, consumables, spares, defective stocks, etc) & preparing stock statements & maintaining inventory levels along with maintaining record of “Material on loan” items.

**J.K. White Cement Works as Store Keeper (Ware house) From Nov 1992 to March 1998**

* Actively involved in liaising, inventory control, market survey, credit control, MIS etc.
* Principal in the initiating and maintaining of computer stock inventory on FIFO basis.
* Accountable for transport arrangements for stock shifting from Railway goods yard
* Streamlined the stock movement by following the FIFO system & re – arranging the stock stacking system.

**ACADEMIA**

B.A : Osmania University

P.G.D.B.A - Finance : Institute of Computer & Technology

M.B.A : Vinayaka Mission Unversity (Correspondence)

**IT CREDENTIALS**

Diploma in Information System Management from Aptech Computer Education,

**Person summary**

Good Team Player

Self learning ability

Good interpersonal communication

**PERSONAL VITAE**

Father's Name : Late M. Krishnan

Mother's Name : K. Jayalakshmi

Age : 50 years

Languages : English, Hindi, Kannada, Tamil, Telugu & Malayalam

Nationality : Indian

Marital status : Married with one daughter