

# RESUME

## Bhaskaran S

NO.22/36,

Dr.Radhakrishna Puram,

R A Puram, Chennai – 600 028.

Mail ID: [bhaskarmary@yahoo.co.in/](mailto:bhaskarmary@yahoo.co.in/)

Contact No: 8778001764

Office Clerk /Office Assistant  
Field Executive

## Work Experience

- Worked as **Supervisor** in Adyar Bakery Pvt Ltd. from Jan 2002 to May 2006.  
**Working Details:** All over chennai Branch's Dispatch the daily manufactured products.
- Worked as **Executive** in HSBC Bank & ICICI Bank from June 2006 to Mar 2008.  
**Working Details:** Customers address verification & Document Collection and Loan approval cheque Submitting.
- Worked as **Admin executive** in Aloha India (MNC), International abacus corporate office, Chennai from Mar 2008 to Feb 2009.  
**Working Details:** Course completed Certificates dispatch for all over branches in India.
- Worked as **Admin Asst.** in Pioneer Power Service (P) Ltd, from Mar 2009 to Aug 2011.  
**Working Details:** Company Cash & Cheque deposited to bank. Admin documents filling, Office stationery purchase, Company phone bill & EB bill pay. Generator parts purchasing and delivery to site office.  
Payment collections, Invoice submit to customers.
- Worked as **Junior Executive-Credit Control** in Rentokil India P Ltd (MNC) from Sep 2011 to October 2017.  
**Working Details:** Payment collections, Invoices submit to customers, Document Submit to Bank & Cash and cheques deposited. Admin documents filling, Office stationery purchase, Company phone bill & EB bill pay.
- Worked as **Office Assistant-Administration** in 3F Industries Ltd from December 2017 to July'2018.  
**Working Details:** To Bank office Imports &Exports Documents submitting, RTGS Submitting, clients documents collection, Bank Documents collection,..
- ★ Worked as **Accounts Office Assistant** in Tecknoweld Alloys Overseas Pvt Ltd from 02/08/2018 to 20/09/2019.  
**Working Details:** To Bank office Imports &Exports Documents submitting, RTGS Submitting, clients documents collection, Bank Documents collection,..
- ★ Worked as **Office Assistant** in Goms Electricals Pvt Ltd from 23/09/2019 to Till.  
**Working Details:** To Bank office Imports &Exports Documents submitting, RTGS Submitting, clients payments collection, Bank Documents collection,..

## Personal Skills

- Confident person with commitment and dedication towards work, will and determination to do it with perfection and effectiveness, by employing my qualities of optimism.
- Good human relations and effective communication skill.
- Willing to learn new Technologies.
- Teamwork, self-motivated are some of my other strengths

## Educational Qualification

Year 2000	S S L C	N.S.M.V.P.S. Higher Secondary School	60%
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## Personal Profile

**NAME** : Bhaskaran S

**FATHER NAME** : Soosai Manickam.S

**GENDER** : Male

**DATE OF BIRTH** : July 11, 1985

**MARITAL STATUS** : Married ( 2 Children)

**NATIONALITY** : Indian

**RELIGION** : Christian

**LANGUAGE KNOWN** : Tamil, English

**ADDRESS** : No.22/36,  
Dr.Radhakrishnapuram  
R A Puram , Chennai-600028.

## Declaration

I hereby declare all the above furnished information given is true to the best of my knowledge and belief.

Place: Chennai

Signature

Date: 25 / 08 / 2020

( **Bhaskaran S** )