**RESUME**

**RAJESH A** S/O, Mr.M.ARUMUGAM

No 210 Anjaneyar Kovil Street

E-mail Id : rajeshark56@gmail.com Karadipthur (village)

Mobile No : 9786247779, 9551216694 Gummidipundi-601202

Thiruvallur

**Objective :**

Excellent Accounting and HR skills and multi- tasking strengths. Demonstrated ability to improve Accounts, store and HR operations, increase top line sales and reduce costs, Book Keeping. Store management, Accounts extensive and HR recruiting, PF Filling, Attendance maintaning Experience in hospitality industrials.

**Experience:**

**Organization :**  ABSOLUTE ABODES (P) LTD

**Period of Employment : NOV’ 2015 - still**

**Job Profile : Accounts Executive & HR Asst.**

**Company Profile:**

**Absolute Abodes Private Limited Hotels; camping sites and other provision of short-stay accommodation [Restaurant facilities operated in connection with the provision of lodging remain classified in this group. Also included are the operation of sleeping cars when carried on by separate units] businesses.**

**Role & Responsibilities:**

* Tally ERP-9,
* GST Filling,
* Invoice preparation,
* Recruiting, PF Filling,
* Attendance maintaning,
* Co-ordinate with Sales, Operations, and Customer Service teams.
* Physical stock auditing
* Preparing the Tax Report,
* Preparing the P&L,
* Preparing the Month End Report,
* Preparing the TDS Details,
* Preparing the Salary Statement,
* Report preparation.

**Organization : SPL INFRASTRUCTURE** (P) **Ltd.**

**Period of Employment : May’ 2013 - Nov’ 2013**

**Job Profile : Stores Executive**

**Experience : 06 Months**

**Company Profile:**

**SPL is one of the leading contractors in the field of civil engineering, specializing executing of Bituminous asphaltic Roads, concrete roads, bridges of major and minor length etc, for the past 25 years.**

**Role & Responsibilities**

* Preparing the daily dispatched report,
* Responsible to check the stock & Inwards,
* Co-ordinate with Sales, Operations, and Customer Service teams.
* Physical stock auditing,
* MIS Report preparation.

**Educational Qualification:**

**Post Graduate**

2013-2015 Master in Business Administration (HR & Finance),

J.N.N Institute Of Engineering

Kannigaipair, Redhills,

(Affiliated to Anna university).

**Under Graduate**

2010- 2013 Bachelor of commerce,

Sri Thiyagaraya govt. arts College,

Chennai ,

**HSC**

2008-2010 Govt. Hr. Sec. School,

Uthukottai ,

Tamil Nadu State Board.

**PROJECT**

* Internship at Sujana Metal Production Ltd, 1st dec 2014 to feb 2014.
* Major Projects: Effectiveness of two Words training and skill Development in Absolute Abodes private, ltd Jan 2015 to Mar 2015.

Skills:

* Tally ERP-9
* MS- Office
* SAP
* IDS.

Training attended

* Advanced Ms office Training.
* Time Management.
* Building a Winning Team.
* Management critical & handling pressure.
* Leadership and problem solving.
* Long-term and future focused.

Personal Details:

Father’s Name : Mr.M.ARUMUGAM

Date of Birth : 15.07.1993

Mother Tongue : Tamil.

Language Known : Tamil, English,

Marital Status : Married

Gender : Male

Nationality : Indian

Hobbies : Cricket, Listening music,

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| **Declaration:** |

Hereby assure to whomsoever it may concern that all the information given above is true to the best of my knowledge and conscience.

**Place:- Gummidipoondi**

**(RAJESH A)**

**Date : -**