

TAMIL SELVAN G

MBA HR | FINANCE

CONTACT



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Dindigul



[tamilselvang](#)

SKILLS

- Financial Analysis, Statement Reporting.
- Human Resource Management.
- Financial Accounting.
- Accounts Payable, Receivable.
- Tally ERP9, Tally Prime.
- Payroll Management.
- Time Management.
- Problem Solving.
- Word.
- Excel.
- PowerPoint.
- Type Writing in English.

EDUCATION

MBA – HR / FINANCE

2019 - 2021

NPR College of Engineering and Technology, Natham.

CGPA - 7.86.

B Com - Computer Applications

2016 - 2019

NPR Arts and Science College, Natham.

Percentage – 71

CERTIFICATION

The Complete Financial Analyst Course 2025.

Certification in @UDEMY.

Cert. URL- ude.my/UC-ab8bcebc-919e-426b-9871-5e287b40d0c2/

PROFILE SUMMARY

I have completed an MBA in HR and FINANCE, I am proficient in Financial Accounting, Financial Analysis, Human Resource Management, MS Office (Word, Excel, PowerPoint), Tally ERP9, Tally Prime and Typewriting in English. I am seeking opportunities to apply my financial knowledge and financial analysis expertise to drive business growth.

EXPERIENCE

JUNIOR ASSISTANT / NPR GROUP OF INSTITUTIONS

Natham, Dindigul / Aug 2022 – June 2023

Office Staff

- Maintaining the staff and students' attendance, certificates and files.
- Sorting and sending mail.
- Answering phone calls.
- Taking and delivering staff and students letters.
- Data Entry and Documentation.
- Report Preparation.

Project - MBA

Quality of Work Life in Pothys, Madurai (6 Months) (HRM)

- The major purpose of the research is to know the employee's favorableness and toughness in the working environment.
- The Sampling Technique is multi-stage, I used the Percentage Analysis tool to measure the level.
- There are four floors in the building, each with 30 workers randomly selected for the sample. The sample size is 120 out of 720.

SOFT SKILLS

1. **Communication:** Effective communication to facilitate collaboration and understanding.
2. **Teamwork:** Strong team player with a history of successful group contributions.
3. **Adaptability:** Quick to adjust and thrive in changing environments.
4. **Problem-Solving:** Proactive in identifying and resolving complex issues.