

RESUME

PERSONAL DETAILS

DEGREE: BACHELOR OF COMMERCE

BRANCH : COMPUTER APPLICATION

NAME : PREMKUMAR M



CONTACT ADDRESS:

Gandhi ji colony,

Sempatti,

Dindigul - 624707.

Contact No: 9585896857

Email ID: Sandyprem360@gmail.com

Date of Birth : 26/03/2000

Age : 25

Gender: Male

Mother Tongue : Tamil

Languages Known : English and Tamil

Civil Status : Unmarried

ACADEMIC RECORD:

B.Com (CA) - UG

Karpagam Academy of Higher Education, Coimbatore.

University: Deemed University

Year of Completion: 2020

Percentage: 61.4%

HSC

Victory Matric Hr Sec School, Chinnalapatti, Dindigul(DT).

Board: State Board,

Year of completion: 2017

Percentage: 59.16%

SSLC

Victory Matric Hr Sec School, Chinnalapatti, Dindigul(DT).

Board: State Board

Year of completion: 2015

Percentage: 64.6%

SKILLS

1. JV, GL, AR, AP, STATUTORY PAYMENTS, BRS, IMPEX and PRODUCTION ENTRY DAILY UPDATION in ZOHO SOFTWARE,
2. MONTHLY DR/CR CLOSINGS,
3. PAYMENT FOLLOWUPS,
4. GST/TDS-TCS MONTHLY WORKINGS,
5. BANK FOLLOWUPS,
6. MONTHLY FISCAL STOCK CLOSING AND UPDATE IN ZOHO SOFTWARE
7. PREPARE DOCUMENTS FOR IMPORTS (TT, LC and ALL IMPORT PAYMENTS)
8. PREPARE E-WAY BILLS FOR SALES AND IMPORTS
9. MICROSOFT OFFICE

EXPERIENCE

I have a total of 2 years of experience in the Accounts and Finance departments, as well as in the LIDAR AI process. I worked as an Accounts Executive in the Finance & Accounts department at M/S Latrile Gloves Pvt Ltd, Dindigul, for 1.5 years, and gained an additional six months of experience as a Data Analyst at Apexon Corp, Coimbatore.

INTERNSHIP EXPERIENCE

Three months Internship in **Quality check department in Blossoms organic garments, Dindigul.**

COMPUTER PROFICIENCY:

- Zoho books
- OS: Windows
- Programming languages: C, C+ basics
- MS Office

FIELD OF INTEREST:

- Administration
- Finance and Accounting
- Commerce Trading
- Logistics
- Purchase

HOBBIES:

- Reading Contents in Wikipedia
- Marketing
- Watching News Feeds
- Playing Cricket

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

(PREMKUMAR M)