

RESUME

9/5/2 - PALLIVASAL STREET,
GENGUARPATTY – 625203 . THENI DISTRICT
Mobile No – 8144446165

R.AJIK RAJA

CLASS/ COURSE	NAME OF THE INSTITUTION	BOARD OF STUDY	YEAR OF PASSING	MARKS IN %
M.COM	ANNAMALAI UNIVERSITY	Annamalai University	2010	I - Class
B.COM	JAYARAJ CHELLADURAI COLLEGE, PERIYAKULAM	M.K.University	1999	46.5%
XII	GOVT.HR.SEC.SCHOOL G.KALLUPATTY	Govt.Hr.Sec.School	1996	56%
X	GOVT.HR.SEC.SCHOOL G.KALLUPATTY	Govt.Hr.Sec.School	1994	55%

WORK EXPERIENCE

- 2 Years (2008-10) - Accountant & Computer Programmer in H.S.RamGopal, Auditor Office – Theni
- (2010-2025) Still Continue Accountant in SSM Fine Yarns (A Div. of Sri Saravana Mills Pvt Ltd) - Eluvanampatty – Batlagundu - 624202
- Data Entry – ERP Accounting Software
- Sales Tax Preparing
- Payments & Receipts & Bank Work
- Ledger Reconciliation
- Stock Auditing
- Document Maintained

COMPUTER SKILLS

- MS Office
- MS Excel
- MS Power Point
- Tally 9
- ERP – Accounting Software

HOBBIES

- Sport & Music
- Watching TV News

LANGUAGES KNOWN

- Tamil
- English

BEHAVIORAL SKILLS

Self Motivated, Maintaining good inter-personal relationship, is motivating to others

PERSONAL DETAILS

EMAIL	: ajikrajar@yahoo.com
DATE OF BIRTH	: 31.05.1979
GENDER	: Male
FATHER'S NAME	: N.A.Raja Mohammed
BLOOD GROUP	: A1 + ve
NATIONALITY	: Indian
RELIGION	: Muslim (Lebbai)
LANGUAGE	: Tamil, English(speak and write)
MARITAL STATUS	: Married

DECLARATION:

I, hereby confirm that the information given above is true to the best of my knowledge.

Place:

Date:

Signature

[R.AJIK RAJA]