



Bala Murugan

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OBJECTIVE

To acquire a position more suited to my skills and capabilities. To give the best wherever I work. Endeavor to make the best use of my Skill sets/Potential for benefit the Organization.

EDUCATIONAL QUALIFICATIONS

COURSE	NAME OF THE INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.E.(VLSI DESIGN)	Theni Kammavar College of Technology, Theni	Anna University, Chennai	2016	72%
B.E.(ECE)	Bharath Niketan Engineering College, Aundipatti.	Anna University, Chennai	2011	67%
DIPLOMA	Thangam muthu Polytechnic College, Periyakulam.	DOTe	2006	72%
HSC	Government Hr.Sec.School, Jayamangalam.	TN State Board	2004	56%
SSLC	Government Hr.Sec.School, Jayamangalam	TN State Board	2002	64%

RELEVANT SKILL PROFILE

1. **Programming Languages** : MS Office, C, Verilog, Tally Prime
2. **Software tools** : XILINX, CADENCE, HSPICE
3. **Operating Systems** : Windows,

PERSONAL SKILLS

- Strong Inter-personal skills.
- Comprehensive problem-solving abilities
- Taking complete responsibility of work
- Quick decision making

Experience:

Logistics and Account Executive at Yarncoms India Pvt Ltd, Coimbatore
from 13/08/2021 to 31/07/2025.

Key Responsibilities

- Assisting the Shipping Department in the preparation of documentation
 - Knowledge of and preparation of Telegraphic Transfers (TT) for outward remittances
 - Verified **shipping documents** such as **Bill of Lading, Packing List, Commercial Invoice** for accuracy and completeness.
 - knowledge in preparing **E-way bill**.
 - Assisting for **GST returns** including **CGST, SGST, and IGST**.
 - Compiled and reviewed **Debtors and Creditors Ageing Reports** to monitor outstanding balances.
 - Followed up with **Trade Receivables and Payables** to ensure timely payments and collections.
 - Conducted regular **Bank Reconciliation Statement (BRS)** checks to identify and resolve discrepancies.
 - Performed **Intercompany Reconciliation** to validate transactions between group companies.
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PERSONAL DETAILS

Sex	: Male
Nationality	: Indian
Marital status	: Married
Languages known	: English, Tamil
Hobbies	: Reading books, playing chess
Permanent Address	: M3 89/A, Mullai Nagar, Aranmanaipudur (P.O), Theni (D.T) - 625531

DECLARATION

I hereby declare that all the above-mentioned information is true to the best of my knowledge and I solely bear the responsibility for the correctness of the above-mentioned particulars.

(BALA MURUGAN.R)