**RAJASEKAR M**

Permanent Address:

P.NO-28 B , Alagupillai Nagar

T.Pudukudi ,

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**🖂 rajasekaran.1500@gmail.com**

**Career Objective**

To become a result oriented person by utilizing the opportunities to create new paradigms and make noticeable contribution in my area of proficiency. I strongly believe in continuous learning and would always strive to reach and surpass the company’s goals and objectives.

**Profile:**

* Exposure in Asia’s No.1 Tyre industry at various functional levels including Marketing, Finance, Administration, Taxation, Export, Store keeping, etc.
* Sales depot operations fully controlled in SAP environment
* Hand on experience in verifying and preparing various documents.
* Working Experience in MS Office.
* Good communication skills, self-motivated personality, counseling skills and have a strong understanding in functional areas.
* Keen determination in taking up any challenging task and the fulfillment of the same, within the given time frame.
* Proven ability to understand and prioritize business needs.
* Highly regarded for a proactive attitude and an ability to think laterally, proving ideas and solutions.

**Educational Background**

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| --- | --- | --- |
| **COURSE** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** **MONTH / YEAR** |
| **B.COM** | N.M.S.S.V.N COLLEGE(MADURAI KAMARAJ UNIVERSITY)  |  JUNE / 2006 |
| **HSC** | TAMILNADU STATE BOARD OF EXAMINATIONS |  MAY / 2003 |
| **SSLC** | TAMILNADU STATE BOARD OF EXAMINATIONS |  JUNE / 2001  |
| **COA** | CDAC(Minister sty of Information &Technology)  |  JAN / 2002 |
| **DOA** | C S C Computer Education |  MAR / 2004 |

**Experience**

**Total Experience: 13 Years**

1. **Company : MRF LIMITED**

\* Job Description

Presently working as **Management Asst** MRF LIMITED at Neyveli, which is one of the biggest tyre manufacturing concern in India. Job profile is here as under:

Operations fully controlled in SAP environment

1. Receipt Cash book, petty cash book, Certificate,
2. Vendors payments
3. Checking of Vendors Payments and Pending payments
4. Checking of Vendors Receivables and Payable
5. Bank Reconciliation Statements(BRS)
6. Assisting the sales team for achieving Monthly and Yearly sales target
7. Monitoring daily sales and follow-up for product group achievements.
8. Physical verification of stocks.
9. Co-ordination amongst staffs for Sales
10. Preparation of Invoice, Accounting of TM’s, Execution of Dealer’s Order,
11. Despatching of materials to dealers, receipts of goods from factory,
12. Every Month Taken stocks
13. System and manually handle with Stocks
14. Inventory manage with System
15. preparation of Way Bill Register,
16. . Internal and External Correspondence.
17. Online GST E waybill

Joined **MRF Ltd, Chennai** as **Assistant** in June 2008 to Nov 2020

**2. Previous Organization: Fairdeal Enterprises Madurai**

**Job Designation: Account Asst (July2006 – June2008)**

* **Job description :**
1. Purchase and sales entry.
2. Quotations
3. correspondence

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**Skills**

 **Computer Proficiency:**

 **\* SAP, Microsoft Word, Excel, PowerPoint, Internet**

**Hobbies and Interests**

Music, Movies, Cricket, Traveling.

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**Personal Details**

Father’s Name : Mr. N.Muruganadam

Nationality : Indian

Marital Status : Married

Date of Birth : 6th April 1986

Languages Known : English, Tamil.

Gender : Male

Religion : Hindu

**Declaration**

I hereby declare that all the facts mentioned above are true to best of my knowledge and belief.

 Rajasekar M