

RESUME

N. Rajkumar
No. 88/71 Pudupudur,
SRKV (P.O),
Perinacken palayam,
Coimbatore-641020.

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OBJECTIVE:

To add value to your organization with the help of my adaptability and my grasping power and to enhance my professional skill set in accordance with the organizational objectives.

ACADEMIC QUALIFICATION:

COURSE	INSTITUTIONS	UNIVERSITY / BOARD	YEAR	PERCENTAGE
B.Com (Co-operation)	Sri Ramakrishna Mission Vidyalaya College of Arts & Science, Coimbatore.	Bharathiyar University	2006-2009	66%
12th	Govt . Hr Sec.School Naicken palayam	State Board	2002-2003	73%
10th	Govt. Hr. Sec. School Naicken palayam.	State Board	2000-2001	80%

COMPUTER SKILLS:

- Ms- Office, Ms- Excel, Power Point and Internet
- Typewriting English Higher and Tamil Lower
- Tally

WORK EXPERIENCE:

- **Robert & Associates (2011-2013)**

Designation: Bank Auditing

- Con-current Auditing,
- Statutory Auditing,
- Stock Auditing

- **Power Solutions: (2013-2014)**

Designation: Accounts assistant

- Receive and record cash and maintain petty cash book,
- Worked at Tally
- Preparing the invoice for the client

- **Ramakrishna Mission Vidyalaya, Periyanaickenpalayam (2014 – till date)**

- Working an Accountant
- Typist (English Higher, Tamil Junior)

SKILLS / STRENGTHS:

- Good Qualitative aptitude along with excellent grasping power and eagerness to learn.
- Basic knowledge MS office, MS excel, Power Point and Internet basics
- Self motivation and a passion to succeed
- Experience of working in groups has increased my capability of team work and has helped me develop excellent coordination skill.

PERSONAL DATE:

Father's Name	:	N. Narayanasamy
Date of Birth	:	25-05-1986
Gender	:	Male
Marital Status	:	Single
Religion / Caste	:	Hindu, Kurumba (MBC)
Nationality	:	Indian
Hobbies	:	Listening Music's and Playing cricket.
Language Known	:	Tamil, English

Declaration: I hereby declare that the above stated information is true to the best of my knowledge.

Place: Coimbatore

Yours Sincerely

Date:

(N. RAJKUMAR)