**RESUME**



**S. MADHAVAN**

NO 25/45 KADHAR COLONY, EL PALAYAM

DARASURAM CELL NO : +91 9500551638

KUMBAKONAM – 612702. EMAIL ID : MADHAVANSSMPR1987@YAHOO.COM

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| **CAREER OBJECTIVE** |

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract, my inherent skills as a professional, use and develop my aptitude to further the organizations objectives and also attain my career targets in the progress.

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| **EDUCATIONAL QUALIFICATION** |

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| **COURSES** | **YEAR OF PASSING** | **NAME OF INSTITUTE** | **UNIVERSITY BOARD** | **PERCENTAGE** |
| **B.Com,** | 2008-2011 | GOVT. ARTS COLLEGE – KUMBAKONAM | BHARADHIDASAN UNIVERSITY | **66%** |
| **H.S.C** | 2007-2008 | PRIVATE – KUMBAKONAM | T.N. BOARD | **70%** |
| **S.S.L.C** | 2002-2003 | ARR HIGER SECONDARY SCHOOL – KUMBAKONAM | T.N. BOARD | **45%** |

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| **SOFTWARE SKILLS** |

* **Ms – Office**
* **VB**
* **Photoshop**
* **Oracle**
* **Tally 9.0**
* **C, C++**
* **HTML**
* **FoxPro**
* **Coral Draw**

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| **PREVIOUS EMPLOYER 2011 to 2013** |

**SYNERGIC INFO TECH**

**WORKED AS A DATA ENTRY OPERATOR FOR 2 YEAR IN SYNERGIC INFO TECH IN KUMBAKONAM**

* **KEEP TYPING IN MS WORD DOCUMENT**
* **CREATING EMAIL ID’S**
* **TYPING THE PDF DOCUMENT IN MS WORD**

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| **PREVIOUS EMPLOYER 2013 to 2015** |

**ARASU GROUPS OF COMPANY**

Arasu BAJAJ is a leading Bajaj Dealers Thanjavur, South India to where it can best serve you. With over twenty one years of experience and hard earned reputation for integrity in the automobile trade we are best equipped to serve your requirements. Our range of Bajaj Motorcycle is in much demand with our branches are situated in Thanjavur, Kumbakonam, Thiruvarur, Pattukottai, Mannargudi, Thiruthuraipoondy, Sirkali, Mayiladuthurai and Adhirampattinam.

In our efforts to provide flasless automobile, we follow stringent quality checks based on international quality standards. We ensure that every process is carried under strict quality control mechanisms. Leveraging on our long-industry standing, we offer our client’s reliable & efficient automobile & prompt after-sale services.

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| **WORKING RESPONSIBILITIES** |

**CASHIER CUM ACCOUNTANT**

* **MAINTAINING ATTENDENCE**
* **MAINTAINING PETTY CASH**
* **MAINTAING MAIN CASH**
* **DEPOSITING THE AMOUNT THROUGH BANK INTO COMPANY ACCOUNT**
* **BOOK KEEPING REGARD PURCHASE, SALES, DEBIT AND CREDIT BOOK**
* **BANK RECONCILIATION STATEMENT**
* **MAINTAINING STOCK**
* **HANDLING CASH DEALINGS**
* **VOUCHER MAINTANANCE (DEBIT AND CREDIT VOUCHER)**
* **LEDGER CREATION REGARD CUSTOMER’S LEDGER ACCOUNT IN TALLY**
* **MAKING ENTRIES IN TALLY DAY BY DAY REGARDING PETTY CASH AND MAIN CASH TRANSACTIONS**
* **MAINTAINING TRANSACTIONS IN TALLY**
* **HANDLING CUSTOMERS**
* **WORKING SOFTWARE IS TALLY ERP 9.0**

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| **CURRENT EMPLOYER From 2016 -May-21** |

**REPCO HOME FINANCE LTD**

Repco Home Finance Ltd (RHFL) is a professionally managed housing finance company head quartered in Chennai, Tamil Nadu. We were incorporated in April 2000. We are registered as a housing finance company with the National Housing Bank (NHB)

As at the end of March 2016, RHFL is operating through 120 branches and 31 satellite centres in Tamil Nadu, Andhra Pradesh, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal and Puducherry. The mission of RHFL has been to translate into reality the aspirations of people to own a house by covering the market -existing and potential- comprehensively through institutional credit support customized to suit individual needs in a transparent and ethical way.

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| **WORKING RESPONSIBILITIES - Executive** |

* GIVING AN OVERVIEW OF RHFL AND ITS OPERATION- BY BRANCH HEAD
* FAMILIARISING WITH RELATED CIRCULARS /CREDIT POLICY/KYC & WC CIRCULARS/ OFFICE ORDERS/ SCHEMES/ ROI /LOAN APPLICATION / ALL FORMS & FORMATS
* FAMILIARISING WITH CORPORATE TARGET /BRANCH TARGET/ CURRENT POSITION
* CLIENT INTERFACE /COLLECTION OF SUPPORTING PAPERS / KYC DOCUMENTS
* CASH COLLECTION
* CHEQUE PRESENTATION
* ACCOUNTING ENTRIES IN SYSTEM
* DOCUMENTATION
* RECOVERY FOLLOW UP OVER PHONE
* ACCOMPANYING SENIOR STAFF FOR PROPERTY INSPECTIONS /RELEASE INSPECTIONS
* ENTRIES IN LOS .
* ACCOMPANYING SENIOR STAFF FOR CANVASSING
* ASSISTING SENIOR STAFF IN APPRAISAL / EVALUATION
* ACCOMPANYING SENIOR STAFF FOR RECOVERY

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| **PERSONAL DETAILS** |

**NAME : S. MADHAVAN**

**FATHER’S NAME : E. SAMINATHAN**

**DATE OF BIRTH : 28/12/1987**

**SEX : MALE**

**MARITAL STATUS : SINGLE**

**RELIGION : HINDU**

**NATIONALITY : INDIAN**

**LANGUAGES KNOWN : ENGLISH, TAMIL, AND**

**TELUGU**

**PROFESSIONAL SKILLS : TYPING: JUNIOR GRADE**

**EDUCATIONAL QUALIFICATION : B.Com,**

**COMPUTER QUALIFICATION : H.D.C.T.T**

**PASSPORT NO : J9117491**

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| **DECLARATION** |

**I hereby declare that the above details are true in my best of knowledge and I sincerely dedicate my duty if I appointed in your organization.**

**Thanking you**

**Date : Yours faithfully,**

**Place : (S. MADHAVAN)**