

RESUME

M.SUDALAI

S/o E. Madasamy
59/47 MainRoad,
Seelathikulam-627112
Radhapuram Taluk,
Mail:sureshems07@gmail.com
Tirunelveli District

Mob : 9791517671

Objective:

To work in an innovative environment where I can enrich my career, knowledge in all aspects and also contribute to the success of the organization that gives opportunity for employment.

Educational Qualification:

Qualification	Name of School/College	Year of Passing	Subject	% of passing
B.B.A	T.D.M.N.S.College T.Kallikulam	2016	Financial Management	60%
HSC	St.Aloysious.Hr.Sec.School,T.KalliKulkam	2013	Commerce History	72%
SSLC	St.Aloysious.Hr.Sec.School,T.KalliKulkam	2011	General	61%

Additional Qualification:

Qualification	Name of the Course	Name of the Institution	Year of Passing	Class
Computer	Tally	Hi-Tech Computer Education	2016	1 st Class

Experience Details :

Company Name : PDCS Projects India Pvt Ltd, Chennai.
Period : 01/09/2016 to Still Now

Responsibilities:-

- ☐ Daily Accounts Entries on Tally ERP.
- ☐ Purchase and Sales Co - Ordination
- ☐ Handling invoices local and abroad.
- ☐ Handling Payables and Receivables accounts.
- ☐ Direct clients co-ordination.
- ☐ General Accounting in Manufacturing & Services oriented.
- ☐ ESI, EPF Registration.
- ☐ Accounts finalization and Audit coordination with Auditor.
- ☐ GST workings service concern.
- ☐ Bank reconciliation, Funds and Cash flow statement preparation.
- ☐ Weekly Debtors, Creditors and MIS reports submission to MD.

Package : Microsoft Office 2007 & 2010, Tally, ERP 9 & Tally Prime

Operating System : Windows 2007 & 2010

STRENGTHS:

- Good interpersonal skill
- Good communication skill And Adaptable
- Aspire to learn new technologies
- Ability to work under pressure.

Personal Details:

Name : M.Sudalai

Father's Name : E.Madasamy

Date of Birth : 02.06.1996

Sex : Male

Marital Status : Unmarried

Religion : Hindu

Nationality : Indian

Language : Tamil,English

Address : 59/47 MainRoad,
Seelathikulam-627112
Radhapuram Taluk,
TirunelveliDistrict
TamilNadu

Mobile Number : 9791517671

E-mail : sureshems07@gmail.com

Passport No : R9929129

Declaration

I hereby declare that the above details are true and to the best of my knowledge and belief

Date :
Place : Seelathikulam

Yours Faithfully,
M.Sudalai