



 tamilsarada@gmail.com

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 **SKILLS**

Excellent in MS Excel and MS power point and MS Power Bi.

Procurement - Accounts payable - Realationship with build vendors and Negotiation and Reporting.

Prepare and process the accounts payable checks resolve discrepancies between invoices and purchase order and correct errors on invoices and maitain copies of all documentation and respond to vendor.

Ability to work under pressure and Risk Assessment Problem solving and Interpersonal skills Data management and record keeping and perform financial operations and team environment.

 **PERSONAL DETAILS**

Date of Birth : 05/10/1998

Marital Status : Single

Nationality : Indian

 **LANGUAGES**

Read-Tamil,English

Write-Tamil, English

Speak-Tamil, English,

 **OBJECTIVE**

Seeking a challenging position at a reputable financial institution that allows for further career growth and to get an opportunity to make the best use of my skills and contribute to the growth of the organization.

 **EDUCATION**

Master of business Administration	2022
Kongu Engineering college, Perundurai.	
77%	
Bsc Mathematics	2019
Vysya college of salem.	
60%	
HSE	2016
Sacred heart HR.Sec School, Dharmapuri.	
60%	
SSLC	2014
Variyar HR.Sec School, Dharmapuri.	
89%	

 **SPECIALIZATION**

Finance and Human Resources

 **INTERNSHIP**

Erode District cooperative bank -1 month

 **PROJECTS**

A study on effectiveness of induction programme

Induction process in software company

 **EXPERIENCE**

ASSOCIATE - 1 Year	-
HCL Technologies Limited	
PROCUREMENT-AP-SAP-Ariba-PO-Invoice Process.	
Hr personnel Executive/Admin - 1 Year	-
Trinny corporate services private limited	
Prepared Monthly statutory compliance documents	
Induction process & Pay silp Generate & PF and ESI & ISMW	
Admin process	

 **ACHIEVEMENTS & AWARDS**

Actively participated in National Seminar on Recent Advances in Graph theory (RAGT-2016) Successfully.

Attended LIFE and A Stress Management Seminar (2017).

National Service Scheme (2016 -18).

Completed - Soft Skills, An AptitudeTraining Programme (2017).