

RESUME

S. ANNAMALAI

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CAREER INTENTION

Thoroughly Professional in attitude, with planning, budgeting, executive, and monitoring, and ability, to handle multiple functions and activities in pressure environments with tight deadlines.

PERSONAL DATA

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|-----------------|------------------------------|
| Date of Birth | 24.05.1984 |
| Father's name | PL.Selvamani |
| Marital status | Married |
| Religion | Hindu |
| Nationality | Indian |
| Languages known | Tamil, English |
| Spoke | Tamil, English, Hindi |

CAREER PATH

- From 2004 to 2006 worked at **M/s. Senthil biomed systems** at Chennai. (Dealers in medical and diagnostic products including instruments as marketing executive)

Job Responsibility Handled:

- Interaction with doctors and purchase officers in medical institutions – both private and Govt. medical institutions.
- Coordination in sales and realizations.
- From 2006 to June 2008 worked as Accounts Assistant at **M/s. Al Haseeb Trading company LLC – Sharjah** (Trading of Plumbing items, Import and Export of sanitary fittings)

Job Responsibility handled:

- Computer data entry
 - Daily sales ,Bill making in excel
 - Purchase entry, cheques issue to vendors.
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- From June 2008 to Mar'2010 worked as Manager at **M/s. Meena Associates – Chennai (CFA Agent of Cachet Pharmaceuticals)**

Job Responsibility handled:

- Accounts in-charge
 - Bill making in FoxPro software
 - Inventory control
 - Dispatch in-charge
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- From Apr 2010 to Dec 2014 worked as Accountant in **M/s.Kdh Properties Private Limited** , Chennai.

Job Responsibility handled:

- In charge of financial accounting – in **Tally ERP 9**
- Management Information Systems
- Bank reconciliation statement preparation
- Petty cash handled
- RTGS, NEFT & Funds transfer
- Attend Bank related works

From 2015 to Aug-2020 worked as a manager in **Crystal Healthcare -Pharmaceuticals Distributors , Ramapuram, Chennai.**

Job Responsibility handled:

- In charge of purchases
- In charge of petty cash
- Incharge of Raymedi software
- Bank reconciliation statement preparation
- In charge of store

From 2020 to 2024 working as pawn broker agent in Abirami Bankers -Neyveli.

In charge of pawn broker agent, gold appraiser.

Cashier.
Jewel loan

EDUCATIONAL QUALIFICATION

GRADUATE: B.COM at BHARADHIDASAN UNIVERSITY
Year of Completed: 2004 - A.V.V.M.Sri Pushpam College Poondi. [Thanjavur District]

Others qualification: D.C.A Tally ERP 9

PERSONALITY TRAITS

- Adaptable to all working conditions
- Believe in team building and growing with the group.

Declaration

The above mentioned details are true to the best of my Knowledge.

Thanking you

Yours truly

S.Annamalai