



MUTHUKUMAR.K

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CAREER OBJECTIVE

To build a long- term career with opportunities for growth.

To enhance my educational and professional skills in a stable and dynamic workplace.

To solve problems in a creative and effective manner in a challenging position.

ACADEMIC QUALIFICATION

QUALIFICATION	NAME OF INSTITUTION	UNIVERSITY/BOARD	YEAR OF PASSING	PERCENTAGE/CGPA
BBA (Bachelor of Business Administration)	REV.JACOP MEMORIAL CHRISTIAN COLLEGE AMBILIKKAI	KAMARAJAR UNIVERSITY	2018	62.5
HSC	T.A.HIGHER SECONDARY SCHOOL KALLIMANDAYAM	STATE BOARD	2015	68
SSLC	T.A.HIGHER SECONDARY SCHOOL KALLIMANDAYAM	STATE BOARD	2013	65.5

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft word

AREAS OF INTEREST

- Financial accounting
- Corporate accounting
- Banking

CONFERENCES AND WORKSHOPS ATTENDED

- Attended All “ INTERCOLLEGIATE MEET” In Our College And Won Many Awards ,”OVERALL CHAMPIONCHIP”
- Attended All WorkShop In Our College ,And 6 Month Course “CROSSKILL COURSE” Completed And I Have Certificate.

PERSONAL TRAITS

- Diligent
- Compassionate
- Optimistic
- Organized
- Team Player

HOBBIES

- Listening to music
- Watching movies
- Travelling

WORKING EXPERIENCE

- Working at KRBS JEWELLERY as Back office Staff , Billing , Account Assistant Cash Counter Work (2018 To 2020)
- Working at LALITHAA JEWELLERY as “ACCOUNTANTS EXECUTIVE ” from 2020 To TILL NOW

PROFESSIONAL EXPERIENCE:

- Designation : Accounting Assistant
- Company : KRBS jewelers.,(Tiruppur)
- Experience : MARCH 2018 – JULY 2020

ROLES AND RESPONSIBILITIES :

- Analyze the petty cash activities of the Company.
- Verifying profit / loss Balance sheet in Tally Prime.
- Verifying the receipt and payment voucher for internal audit.
- Analyze the bank statement recognize.
- Computer Data entry Faxing and Copying, mail and fax distribution.
- Daily Stock Checking With EDP Department.
- Stock Register Maintained.
- Prepare GST Report.

LANGUAGES KNOWN

LANGUAGE	READ	WRITE	SPEAK
Tamil	Yes	Yes	Yes
English	Yes	Yes	Yes
Telugu	No	No	Yes

PERSONAL DETAILS

FATHER'S NAME : KARUPPUSAMY C
 MOTHER'S NAME : VIJAYALAKSHMI K
 NAME : MUTHU KUMAR K
 DATE OF BIRTH : 20/04/1998
 MOBILE NUMBER : +91 7708808478
 ALTERNATE MOBILE : +91 9578112478
 PERMANENT ADDRESS. : NO 12/46 EASKKAMPATTY
 KALLIMANDAYAM
 ODDENCHATRAM
 DIDDIGUL (DIS)

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Place:

Date:

(SIGNATURE)