

CHANDU S KUMAR

SEEKING OPPORTUNITIES IN

LOGISTICS | ACCOUNTS | FACILITIES MANAGEMENT | ADMINISTRATION | OTHER

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E - M A I L chanthusk@gmail.com



*To be successful professional in a Globally Respected Firm and to achieve the Objective of the Firm with **Honesty** and **Fairness** and to continuously upgrade My **Knowledge** and **Skills**.*

EXPERIENCE

➤ **OFFICE CLERK cum DATA ENTRY OPERATOR**

Digital Systems, India

June 2014 – November 2014



- Collect, count and disburse money, do basic bookkeeping and complete banking transactions. Answer telephones, direct calls and take messages.
- Compute, record, and proofread data and other information, such as records or reports. Complete work schedules, manage calendars and arrange appointments.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.

➤ **HR EXECUTIVE**

Mohan's Ayurvedic Beach Resort, India

March 2015- Present



- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives
- Communicate with public services when necessary

PROJECT WORKS

- **ORGANISATIONAL STUDY CONDUCT**
Cochin Surfactants Pvt Ltd, India
- **FINANCE PROJECT CONDUCT**
Kerala Kaumudi, India

EDUCATION

Bachelor of Commerce (Income Tax Law & Accounts) University of Kerala SN College, Varkala	2008 - 2011
Master of Business Administration (Finance & HRM) Mahatma Gandhi University TKM Centre for Higher Education, Kollam	2012 - 2015

CERTIFICATES

- Diploma in Computer Application(ADCA)
- Tally 0.9
- Peachtree
- Certificate in Data Entry & Consoled Operation (CDECO)

OTHER INFO

- Computer Proficient
- Communication and Presentation Skills
- Team player

PERSONAL DETAILS

Address	: Chandu Chittaicode, Kallambalam P.O Thriuvananthapuram Kerala-695605
Date of Birth	: 23 rd February, 1991
Nationality	: Indian
Passport Number	: K4363493
Languages Known	: English, Malayalam and Hindi
Interests	: Books, Movies, Driving, Current affairs

DECLARATION

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

Place: Kallambalam

Date:

CHANDU S KUMAR

