



AKILAN.G

CAREER OBJECTIVE:

To be a successful man in life by self-development through dedicated work, learning and updating new things, flexibility to change, improve leadership qualities, share knowledge and to work as a team to excel

WORK EXPERIENCE:

- **VME Precast Pvt Ltd, Chennai, India (June 2020 to October 2021)** Admin Assistant (junior level)

RESPONSIBILITIES:

- Responsibility for purchasing voucher Reviewed, prepared, issued bills and Tax invoices and E way billing from clients
- Assisted with incoming earnings and outgoing payments
- Organizing and managing inventory, storage and transportation.
- Organized records, files, cash and cash equipment's to company with the policy and procedure
- Reviewing, preparing and routing the purchase orders

ADVANTAGES:

- Good analytical, Innovative and creativity skills.
- Good Communication skill and leadership qualities.
- Efficiency in leading a Team.
- Well Groomed Appealing Personality

KEY SKILLS:

- Microsoft office packages,(MS excel, MS word,MS power point)
- Tally
- Type Writing (Hard & Certificate Typing)

DECLARATION:

I, hereby solemnly declare that all the above furnished details are true to the best of my knowledge.

Date:

Yours Faithfully
Akilan.G

CONTACT

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Email ID:

Akilanguna199@gmail.com

EADUCATION:

BSC MATHEMATICS

(THE NEW COLLEGE , MADRAS
UNIVERSITY, CHENNAI.)

PERSONAL DETAILS

Date of Birth : 21/10/1999

Gender : Male

Nationality : Indian

Language Knows :
English & Tamil

Passport No : V 1419372