

K. RAJENDIRAN. D.M.E., HDCA

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No 212 Karuneeekar Street

Mathalambadi (village)

Thiruvannamalai (District)

Tamilnadu

Pin: - 606752

DOB: 29-05-1990



Objective:

To work in a highly challenging & competitive environment and be a critical resource by utilizing the learned and acquired skills, and achieve the mutual benefit of organization and self. To shoulder responsibilities those provide room to showcase the best performance and continuous learning.

Educational Qualification:

- ❖ **Diploma In Mechanical Engineering** — 77% , Year-2009
Meenakshi Krishnan polytechnic College, Pallavaram, Chennai,
- ❖ **HSC- Bio Maths** - 62.5%, Year-2007
Govt Hr Sec School, Mallavadi, Tiruvannamalai,

Additional Qualification:

- ❖ **HDCA** (Honors diploma in computer application) - 2 Years (2009-2011)Part time
CSC (Computer Education Center)
Maduravoyal, Chennai,

Computer Skills:

- ❖ Windows, MS Office, Photoshop, Tally, Computer Hardware-Service,
- ❖ DMS Software

Awards:

- RDS competition (rural development society)
- RYLA camp (rotary youth leadership award)
- Notional Youth induction Training (NYKS-Govt of India)

Experience:

- **Hyundai motor India, Chennai.** ----- 2009-2010
Working in body shop quality control
 - ❖ Spec inspection
 - ❖ Gap & flush checking
 - ❖ Appearance checking
 - ❖ HIQIS (Hyundai initial quality information system)
- **Spym'r engineering groups –Chennai-, Own Business - 2011-2015 (Godrej approved contractor)**
 - ❖ Industrial Storage rack installation projects
 - ❖ Rack servicing contract and Marketing
- **Raaga Management Consultant , Tiruvannamalai- -2015-2018**
Accounts Assistant
Admin Assisting, Accounts Maintaining, GST Monthly return, Tally Entry,
- **J K Auto Agency (India Yamaha Motors –Dealer) -jan-2018 to Till Tiruvannamalai,**
Accountant
Monthly GST Filling, Purchase and Payable Report, Cash Book Daily Report, Preparing monthly Balance Sheet, Payroll Preparing, Payment to Vendor, Account Ledger mailing to all Vendor,

Declaration

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Thanking you

Date:

yours faithfully,

Place:

(K. Rajendiran)