

SIVA KUMAR M

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9/43 INDHARA NAGAR

IRUGUR, COIMBATORE-641103

CAREER OBJECTIVE:

To secure a challenging position in an organization where I can effectively contribute my skills.

EXPERIENCE:

Trade Accountant

October 2019 - February 2021

IndianOil Corporation (Consumer Divisional Office Coimbatore)

Experienced Office Management and Administration Professional with 1 years of experience optimizing productivity.

- Prepare accounting records under the guidance and supervision of accounting supervisors.
- Clear writing skills to communicate with peers and clients in a professional.
- Learn computer technology for document record keeping.
- Data entry and retrieval.

Marketing Executive

October 2018- October 2019

Ironman Technology

1 year of proven experience as Digital Marketing Executive.

- Managing and developing the website content
- Monitoring and Managing the content on social media platforms like Facebook, Instagram, LinkedIn and Twitter.
- Creating and Developing the Content.

ACADEMIC CREDENTIALS:

- Completed M.B.A (Banking and Finance) from School of Distance Education Bharathiar University, Coimbatore 2018-2020.
- Completed B. Com CS [CA] Degree with 68% from Dr.N.G.P. Arts and Science College, affiliated by Bharathiar University (autonomous) 2015-2018.
- Higher Secondary passed with 57% from CRR Matric Higher Secondary School, Ondipudur (2014-2015) under State Board.
- S. S. L. C passed with 71% from CRR Matric Higher Secondary School, Ondipudur (2012-2013) under State Board.

TECHNICAL QUALIFICATION:

- Proficient in working on MS office
- SAP

PERSONAL TRAITS:

- Flexible
- Courteous
- Willingness to learn
- Punctual

HOBBIES:

In my spare time, I enjoy Short Trips and writing because these hobbies keep me fit.

EXTRA CURRICULAR ACTIVITIES:

- Involved in National level seminar on **“Professionalizing Unorganized Sector a Corporate View”** organized by department of corporate secretaryship, Dr. N. G. P. Arts and Science College on 24.08.2016.
- Participated in the National level seminar on **“Remonstrations and Demonstrations”**
- Participated in the **“GST Round Table Conference”** conducted by the department of corporate secretaryship, of Dr.N.G.P Arts and Science College.

REFERENCE:

Vinodkumar (Managing Director)

Ironman technology and Consultants

8904874840

Vinodhvum@gmail.com

PERSONAL PROFILE:

FATHER : Mariappan .K

DATE OF BIRTH : 13.10.1997

NATIONALITY : Indian

GENDER : male

LANGUAGE KNOWN: Tamil, English

DECLARATION:

I hereby declare that all the above information is true to the best of my knowledge and belief. If selected, I promise to abide by the rules and regulations and principles of the organization.

DATE:

PLACE: Coimbatore

(Siva Kumar .M)