

S/O R Rajagopalan

Bangalore- 560016

Mobile No: 7829480400

Respected Sir/ Madam,

I would request you to consider this application favorable for any Suitable Post in Your Organization. My enclosed resume provides you with an overview of relevant experience and skills. I have 7+yrs. Of experience in Finance and Accounts and Banking Operations. These include various kind of administrative support such as vendor management, procurement, Key Management, Invoice Processing, budgeting, worked in SAP FI tool and was a part of internal auditing. I wish to build on these achievements and take on any kind of purchasing role or accounts payable role or Banking operations. Kindly help to find a suitable job as per my experience and my skills.

I look forward to hearing from you.

Sincerely,

Vivek Rajagopalan