

**SIVA KUMAR M**

**9894490964**

**[sivakumar199782@gmail.com](mailto:sivakumar199782@gmail.com)**

**9/43 INDHARA NAGAR**

**IRUGUR, COIMBATORE-641103**

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**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 **“Remonstraton and Demonstration”**
- Participated in the **“GST Round Table Conference”** conducted by the department of corporate secretary ship, 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)**