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Resume
(B.Com with 16 years experince)



A.THIYAGARAJAN
Mobile: 9944840616

RESUME

MR. A. THIYAGARAJAN
3/236, A.S.Nagar, pattanam-(po),
Ondipudur,
Coimbatore-641016**.**

Mobile no: +91-9944840616
E-mail : **thiyagu616@gmail.com**

Career Objective

To Be Part of a Professionally Managed Company with Scope of Challenging Career, Opportunity for Learning, Coupled With Growth and Individual Development through Diligent Hard Work and Self - Improvement in Any Demanding Work/Working Conditions.

Professional Summary

- Familiar in Company Accounts
- Internet applications,
- Energetic and enthusiastic person with quick learning ability

Educational Qualification

Level	: Bachelor of commerce, MBA
Grade	: 2nd Class
Field of Study	: Commerce
Percentage	: 58
University	: Bharathiar University– coimbatore.
Name of Institution	: C.B.M. College-Coimbatore.
Location	: Tamilnadu-India -----
Graduation Date	: Apr 2009

Software Proficiency

Accounting : Tally Prime and ERP 9, BSF (Build Super Fast) Unique Software for Constructions Field,

SAP, MCB (My Class Board)

Others : MS Office (MS Word, MS Excel)

Work Experience:

- Right now working in the post of Accounts and Admin Manager in M/s.BVM Global @ Coimbatore school from (14-Sep-2015 to till)
- 5 Year 4 month working experience in M/s.Samraj & Co, Coimbatore in the post of Accountant (May-2011 to Sep 2015)
- 1 Year 7 month working experience in M/s. DALMIA CEMENT (B) LTD, Coimbatore in the post of West Zone Godown Supervisor.(June-2009 to March-2011)

Roles & Responsibility :

Accounts related Jobs:-

- Fee collection in MCB to Tally prime
- Preparation of TDS for Teachers and Suppliers
- Co-ordination with Auditing at the time of Accounts Finalization.
- Bank Reconciliation & Party Accounts Reconciliation.
- Submission of periodical Reports to the Management.
- Monitoring Party wise Debtors and Creditors Outstanding Details.
- Payment & Receipts Follow Up.
- Statutory Forms Follow up.
- Maintenance of Computerized Books of Accounts.
- Preparation and verification of online payment of customers (NEFT)

Admin Related work:-

- Building certificate, Form D, Fire safety certificate
- CBSE Affiliation work
- School bus maintenance
- RTO work, FC, vehicle permit, Insurance, Road tax.
- Sub staff and Drivers maintenance
- School Function arrangements

Personal profile

Name	:	A.Thiyagarajan
Father's Name	:	R. Arumugam
Religion	:	Hindu
Date of Birth	:	03-05-1988
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Current Salary	:	45,688/-
Expected Salary	:	20 % hike for salary
Commencement Date	:	3 Months

Reference

Mrs. Syeda Sarfraz.S.A- Principal- +917708873733
BVM Global @ Coimbatore
No.635,680/6,681/1,
Kathiravan Gardens.
Singanallur(off Trichy Road)
Coimbatore-641005.
Ph.8056015271

Declaration

I appreciate your keeping this information confidential. Further details shall be provided upon confirmation.

Place: Coimbatore – India

Date: 19/12/2025

Signature



(THIYAGARAJAN.A)