

G.RAAJA MANICKAM

Coimbatore , India 641001

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SKILLS

- Good communication skills in English language
- I'm fast learner
- Adaptable to company environment
- Thrived in demanding situations and high-pressure environments
- Supply chain management
- Financial reconciliation
- Vendor assessment
- Transportation scheduling
- Client relationship management

SUMMARY

Dynamic and adaptable professional with a proven track record in supply chain management and financial reconciliation. Demonstrates exceptional communication skills in English, thriving in high-pressure environments while effectively managing client relationships and vendor assessments. A fast learner committed to seamlessly integrating into company environments, with a focus on transportation scheduling and enhancing operational efficiency.

EXPERIENCE

November 2023 - December 2024
Account Assistant Taf ias academy | Coimbatore , India

- Managed petty cash transactions and maintained detailed records of expenditures for accountability.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Reconciled bank statements against company records, identifying discrepancies and resolving them efficiently.
- Maintained accurate financial records, using accounting software to streamline processes and improve efficiency.

March 2025 - I currently work here
Officer in SCM Dimexon diamonds LTD | Coimbatore , India, India

- Led cross-functional teams in the development of supply chain strategies to optimise inventory levels and reduce costs.
- Scheduled transportation of outgoing goods to meet customer requirements.
- Collaborated with sales and marketing teams to forecast demand accurately, aligning supply with customer requirements.
- Assessed vendor performance regularly to maintain high standards of supply chain efficiency.

EDUCATION

May 2021 - May 2021
Bachelor of Science | Mathematics -72%
American College , Madurai

May 2018 - May 2018
HSC | 85%
Thenmalar School , Dharapuram

LANGUAGES

Tamil: : C2
Proficient

English: : C1
Advanced

HOBBY AND INTERESTS

- I'm like to drive car
- I'm interested to study old **TAMIL POEMS** and **TAMIL ANCIENT POETRY** or ANCIENT BOOKS RESEARCH