

## CONTACT

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## EDUCATION

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*2007*

- **Chennai National College of Arts and Science**  
B.com  
68%

*2004*

- **Raja National Matriculation Higher Secondary School**  
XII  
73%

*2002*

- **Raja National Matriculation Higher Secondary School**  
X  
60%

## EXPERIENCE

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*- Till date*

- **Harshavardhini Enterprises**  
Admin  
Billing.  
Tender document preparation.  
Construction, labour contract.

*Jan 2021 - Dec 2021*

- **Amro Kings Pvt Ltd**  
Cashier, Accountant  
Cashier in Amro Restaurant.

*Nov 2017 - Oct 2020*

- **Empee Packaging Pvt Ltd , Thirumazhisai**  
Office Assistant  
Billing.  
Quotation preparation.  
Bank process.  
Payment collection.  
Production management.

*July 2014 - Oct 2017*

- **Prestige Billa Vista, Kattupaakam**  
Admin Assistant  
All type of construction based work.  
Customer service.

*Feb 2012 - Nov 2013*

- **Coke Beverage Pvt Ltd**  
Checkmate  
Delivery goods checking.

## WORK DETAILS

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- Billing.  
Invoicing.  
Making receipt and payment entries in tally.  
Cheque entries in tally.  
Bank payment entries in tally.  
Creating challan for tds bills through GST login.  
Monthly GST Filing for the bills.  
Monthly GFR report. (General Financial Rules).  
Payment chasing.  
Mailing.  
Crediting salary to the labours.  
Register Maintaining.  
Budgeting requirement of fund for the bills pending.

## SKILLS

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- Problem solving. Decision Making.
- HDCA - Hardware Diploma Computer Applications. Ms office.

## INTERESTS

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- Agriculture

## ACTIVITIES

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- Agricultural activities

## LANGUAGES

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- Tamil
- English

## PERSONAL DETAILS

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- Date of Birth : 24/12/1986

## OBJECTIVE

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I seek challenging opportunities where I can fully use my skills for the success of the organization.