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 **RESUME**

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**PERSONAL DATA**

**Name**  : Ramesh Khanna s/o Krishunam

**Permanent Address** :100 Jalan 2/9D Taman Tuanku Jaafar

 Sungai Gadut 71450 Seremban

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**Telephone**  : 0162309876

**Identity Card No** : 820110- 10- 5390

**Age** : 38

**Nationality**  : Malaysian

**Sex** : Male

**Race** : Indian

**E- Mail** : khanna82@yahoo.com

**Hobby** : Reading Business Books, Update the current finance and economic

 news, Serve Internet

**CAREER OBJECTIVES**

The objective is to establish a career in the financial and accounts sector. To be part of esteemed organization that will nourish my talent within and mutually grow to realize great targets. A position in the finance and accounts industry where extensive quantitative analysis skills can be effectively utilized and enhanced

**EDUCATION BACKGROUND**

**UNIVERSITY EDUCATION:**

**University**: UNIVERSITY TENAGA NATIONAL MALAYSIA

**Majoring** :Bachelor of Business Administration honours in Finance (BBA Finance)

**Year**  : 2001 till 2006

**Duration** : 5 years

**Co – curriculum** :

UNITEN Football club member and player

Athletics club member for the Tsunami relieve fund to Indonesia.

Participant in the junior’s open day for 2002 and 2003

Indian Cultural Bureau active member from 2003 to 2004

Active member in Investment Club from 2003 to 2006

Tamil language society cultural participant 2005

Participant of “A Day with Orang Asli” sponsered by Human Resource Club for 2005

**Secondary school :**

School : Sekolah Menengah Kebangsaan Sultan Abdul Aziz,Kuala Selangor

Year : 1995 till 2000

**Co – curriculum activity** :

Computer courses taken:

 Basic Pogrammer (Beginner 1) Jun 1997- Grade B

 Basic Pogrammer (Beginner 2) Nov 1997 – Grade C

 Micosoft Word (Beginner) Jun 1998 –Grade A

 Micosoft Word (Intermediate) Nov 1998 – Grade A

 Micosoft Excell July 1999 – Grade

ST.John.Ambulan

English Languange Society

School Representative for Choral speaking for 1999 and 2000- Runner’s up in district

School Representative for Chess club for 1998 and 1999 – 4th place in the district

Cross Country runner for the school for 1995 till 2000

**WORKING EXPERIENCE**

1) **Company: CICO Marketing Sdn Bhd**

**Position: Account Assistant, Admin Executive and Human Resourse Executive**

**Duration: 5 May 2012 till Now**

* Deals With Petty Cash and Prepare cheque for all the company payment ( Utilities Bills, Company Income tax and etc.
* Does Acc Payable and Receivable, Prepare invoice, Payment Voucher
* Does all the Paper work ( Documentation filling, Prepare documentation for dealers)
* Prepare Payroll ( Salary, Commission and incentives for staff and dealers)
* Handling EPF and SOCSO matters

 **2)** **Company: MAPS Enterprise Sdn Bhd ( Retail Business)**

 **Job title : Account & Admin Executive**

 **Year : 7 Jun 2009 – 10 March 2012**

 **Responsibility**

* Deals with daily cash sales.
* Calculate Daily Cash Sales from the salespeople and do Cash Receivable report
* Prepare Purchase Order when received goods
* Does Account Receivable and Payable report
* Deals with Company patty cash report
* Deals company matters internally and externally
* Monitor the company cash in and out
* Meeting with new client with MD

**3) Company : West Port Malaysia**

 **Job title : Marketing Statistic Executive**

 **Year : (2007 to 2008)**

**Responsibility**

* Prepare volume report of Contena and conventional vessel by country wise.
* Prepare a report regarding contena Main line and feeder line
* Identify type of contena and conventional ( **Break Bulks**- Fertilizer, Glass)

( **Dry Bulk**- Corns, Flour) ( **Liquid Bulk**- Everything related to Liquid items)

( **RoRo**- All Vehicles)

**3) Company : HSBC Data Processing unit**

**Job title : Global Support Executive**

**Year : April 2nd 2008 till 16 April 2011**

**Responsibililty**

* Worked in Global Banking And Market Department under UK process
* Deal with GBP, EURO and USD currencies and customers account.
* Prepare a report and advice customers ( business partners in UK) based on forex and based on fundamental analysis
* Does reconcilition based on credit and debit funds
* Prepare Divident sundry account , unit trust and Getts account
* Check daily FX rate for all the currency
* Does basic financial report ( P&L Report and balance sheet)
* Does Over 100K report daily ( at the end of the day reconcile a report which only with cash transaction is more than 100k).
* Does Acc Payable part: Prepare invoice, Payment Voucher, cheque. Petty Cash, Bank Reconcilation

**KEY SKILLS**

* Demonstrate capacity to work effectively and efficiently
* Fast learner person- willing and always ready to learn new things
* Highly motivated and energetic
* Able to set up a good relationship with management and colleagues
* Work together with group to achive goals
* Hardworking and ambitious

**LANGUAGE SKILLS**

 **Language Spoken Written**

 English Excellent Good

 Bahasa Malaysia Good Good

 Tamil Excellent Good

 Malayalam Good No

**Reference**

**Available upon request**