



Contact Me



NO 40 Pitarathamale UD
Haputale
NO 185 Sea Street
Colombo 11



0764261090



strai14.lk@gmail.com

Certifications

I served as a student leader at the school for four years. I have completed six months of leadership training.

Professional skills

Time management Problem solving Excellent communication skills POS and computer savvy

Hobbies

- Plant activity
 - Programming
 - photo edit
 - Movies
-

Awards

Employee of the year 2013

ARPICO

SUBRAMANIYAM THIYAGARAJ

Summary

I can be fit to any challenging organization with my knowledge and practice as professional candidate. In achieving this, I have shown myself to be self-motivated, committed and determined achieving my goals. I have also demonstrated negotiating and organizing skills, a firm sense of responsibility and my capacity to work hard under pressure. I am keen on furthering my knowledge and skills in order to use such skills for the benefit of the organization where I am called to work.

Employment History

18th Oct 2021 - current job

Accounts Executive – Inventory Controls (Microsoft Dynamics 365 Business Central)

Rebco Fence Links Pvt Ltd
Templburge Industrial Zone,
Panagoda

- Perform critical inventory tasks to ensure the correct number of items are in stock
- Maintain updated and accurate records of inventory, including transfers and cycle counts
- Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs
- Respond to sales inquiries and purchase orders; collect and analyse data to determine appropriate order quantities; process orders for shipment
- Review operations schedules and production requirements to ensure timely order fulfilment
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Prepare, generate, and file financial inventory reports; review reports monthly with management
- Nurture positive relationships with suppliers and provide customer service as needed

Languages

English



Sinhala



Tamil



Malay



Education at School

Department of Examinations - Sri Lanka GCE Ordinary Level 2005

- Saivism = B
- Tamil Language = C
- English = S
- Mathematics = B
- Science & Technology = C
- Social Studies & History = C
- Business & Accounting Studies = C
- Art = S
- Health Science = C

Department of Examinations - Sri Lanka GCE Advanced Level 2008

- Common General Test = 52
- Accounting = S
- Business Studies = S
- Economics = s

Account Clark / MAG Industries

Ja - Ela

Jan 2020 - Oct 2021

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

Account Clark / Ac Well Engineering

Rajagiriya

Sep 2017 - Dec 2019

- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this
- Determining payroll liabilities by calculating employee federal and state income, social security taxes, employer's social security, unemployment, and workers compensation payments
- Resolving payroll discrepancies

SAP Production / SHOWA

June 2014 - June 2017

(shorubber Malaysia SDN.BHD.181609-U)

Jejawi Industrial Zone, 01000 Kangar, Perlis, Malaysia

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.

Education

• Association of Accounting Technicians

Association of Accounting Technicians of Sri Lanka, 540 Thimbirigasyaya Rd,

Colombo 05
June 2011 - June 2012

• B. Com

University of Jaffna
January 2012 - June 2014

• Diploma in English

De Mazenod Institute Haputale, Haputale
January 2007 - June 2007

• Diploma in information Technology

De Mazenod Institute Haputale, Haputale

Referees

Mr.Sarawanamuthu Dunaising

Senior Lecturer at NIE Sri Lanka
+94776350350

Mr.lim Engchoon

Shinier Production Manager at Shorubber Malaysia sdn, Bhd.
+60124082884

Cashier / ARPICO

Jan 2009 – mar 2014

Richard Peiris Distributed Ltd

Colombo 06

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

Personal Profile

- Name with initials: S.Thiyagaraj
- Name in full: Subramaniyam Thiyagaraj
- Permanent Address: No 40 Station Road, Haputale
- Current Address: No 185-sea street Colombo 11
- Date of Birth: March 14,
- Sex: Male
- Driving Licenses: 28400123

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Advanced Excel Functions
- Manage Multitasks

The information provided above is true is to the best of my knowledge and ability. I shall provide the certificates, necessary documents and details as and when required by your organization.