

PERSONAL INFORMATION

Name : Suganthi Raja
Date of birth & Age : 28 Aug 1983 & 27 Years
Marital status : Married
Husband's name : Raja
Visa Status : Residence visa - Sponsored by Husband
Gender : Female
Languages known : English & Tamil

EDUCATIONAL QUALIFICATION

Master of Business Administration - Finance and Systems (2004 - 2006) from S.R.M School of Management Studies, Chennai, India - 72%

Bachelor of Science -Physics (2001 - 2004) from A.V.C. College, Mayavaram, Tamil Nadu, India - 80.7%

TECHNICAL PROFICIENCY

Operating Systems : Windows 2000, Professional and XP
Packages : MS OFFICE 2007

CAREER OBJECTIVE

I am very much keen to impose new ideas in my career that has vision for growth, advancement and to support the organization in enhancing its productivity and effectiveness. Since I have chosen Finance & Accounts, my main thrust is to improve the financial viability of a firm/company where I am going to work. The real intelligence lies on creativity and curiosity to learn the things. Hence my aim is always to be industrious and ambitious.

AREAS OF EXPERTISE

- Business development
- Estimating and Proposals
- Budgeting/ Cost Control
- Project controls
- Team Building
- Team Leadership
- Planning and Scheduling
- Compliance
- Risk Management
- Project Analysis
- Efficiency Improvements

WORK EXPERIENCE

- Worked as **Accounts Assistance** in Group for Securities, Chennai, Since June 2008 to Dec 2008. The scopes of activities encompass the accounting operations:
 - Preparation of Management accounts
 - Posting Journals, bank reconciliations, maintaining the ledgers and other ad hoc accountancy work.
 - Raised fund projection for daily expenses, managed the branch with all financial activities such as local expenses of the branch, releasing salary, bonus, leave salary and other ad hoc activities for guards.
 - Finally updating the day to day activities in ERP

- Worked as a Content Developer in Neted Learning Solutions Pvt Ltd., Since Sep 2006 to May 2008. The scope of activities encompass the development of the content for eLearning publication
 - Providing Learning Guide (LG) for the eLearning student, business pupil and research scholars.
 - Developing course content for Management Courses: Finance, Healthcare, Leadership, Human Resource, Mathematics, Statistics, and Information Technology etc.

PERSONAL ATTRIBUTES

- Team Player.
- Adaptability.
- Compulsive Learner.
- Communication with good Interpersonal Skills.

"I AM A QUICK LEARNER AND HAVE HIGH REGARD FOR VALUES. I HAVE GOOD ANALYTIC AND REASONING SKILLS AND AM A DEDICATED TEAM PLAYER. HARD WORK AND CONFIDENCE HELPS ME IN ACHIEVING CONSISTENCY OF PERFORMANCE. I WANT TO WORK IN AN ENVIRONMENT WHICH GIVES ME IMMENSE CHALLENGE AND AN OPPORTUNITY TO LEARN, GROW AND CONTRIBUTE."

Best Regards
Suganthi Raja