
Bio-Data

Madhusudhanan S,
5/298, Sivasakthi 2nd Street,
Mettukadai,
Kathirampatti (PO)
Erode- 638107
Tamil Nadu

CAREER PROFILE

Work Experience

Organisation: The Noble Motors

Position: Loan Co-Ordinator

Duration: Mar-2022 to Present

Location: Erode, Tamilnadu

Job Profile:

- New Loan processing Document preparation
- Co-Ordinate with Bank official for stock audit
- Preparation of Stock Statement and submit to bank on time
- Handling Land Documents
- Land Valuation work for bank collateral
- Follow-up loan repayment and interest workings
- All Bank related works
- Stock Insurance Renewal works

Organisation: Kongu Engineering College (The Kongu Vellalar Institute of Technology Trust)

Position: Office Assistant & Junior Assistant

Duration: 2007-2021

Location: Perundurai, Tamilnadu

Job Profile:

- Fixed Deposit, Recurring Deposit & Short Term Deposit Maintenance
- Rental, EB & Water bill Collection Work
- Patta Transfer work
- Court Case Document Preparation works
- Maintaining Original Land Documents
- Property Tax, Land Tax, Water Tax & 2C Tax Follow-ups
- Trust Members Personal Details Maintaining
- Stationary Stock Maintaining
- Purchase Department Works
- Scrap Sales Following
- Used vehicle sale following
- Diesel unloading following
- Advertisement Work
- All Pooja related work
- DTCP document preparation

Academic Qualification

YEAR OF STUDY	INSTITUTION	COURSE	GPA
2003-2004	CSI Boys Hr Sec School	X	51.6%
2007-2008	Private	XII	51.2%
2016-2019	Bharathiyar University, Coimbatore	B.A. English Literature	64%
2008	TCDS Computer Education	Diploma in Computer Application	70%

Skills

- MS Office- Word, PowerPoint, Excel, Access
- Typewriting- English & Tamil

Certifications

- Typewriting- English Senior Grade (February, 2018)
- Typewriting- Tamil Senior Grade (August, 2018)

Personal Details :

Name : Madhusudhanan S
Father's Name : (late) A.P.Somasundaram
Date of Birth : 23.06.1988
Marital Status : Married
Sex : Male
Languages Known : English, Tamil
Nationality : Indian
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