

J.JEYAKUMAR

SUMMARY

Strategic Accounts Executive adept at driving sales and revenue by building long-term account relationships. Persuasive communicator with excellent negotiation skills. Well-versed at understanding client pain points and developing solutions. Accomplished Human Resources Executive proactive in meeting company issues head-on with creative and innovative approach. Knowledgeable about changing industry and employment market demands. Expertise includes benefits administration.

EMPLOYEEMENT PROFILE

1. ASST. MANAGER ACCOUNTS (FROM APRIL '2023)

- Bank Reconciliation
- Report of Cost analysis
- Fund status preparation
- Interaction with Bank managers for PCL/ RTGS etc.
- EPF & ESI follow up.

2. ACCOUNTS EXECUTIVE (2020 TO 2023 APRIL)


- Developed strategic relationships with key suppliers and clients to foster profitable business initiatives.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
- Cash handling & RTGS process.
- Voucher preparation and entry.
- Sales Report Analysis and outstanding follow-up.
- Analysed accounts for delinquencies and other ongoing issues.
- Reviewed accounts monthly to monitor and track customer satisfaction and complaints.
- Communicated between internal and external stakeholders, clients and vendors.
- Prepared additional quotes for current clients to upsell products and services.


3. ISO CO ORDINATOR (2019 TO 2020)

- Drove operational improvements which resulted in savings and improved profit margins.
- Participated in team-building activities to enhance working relationships.
- Operational projects and analysed data to identify opportunities for improvement.
- Developed and maintained courteous and effective working Relationships.



CONTACT

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SKILLS

- Problem solving
- Project management
- Conflict resolution
- Interpersonal skills
- Teamwork
- Organizational proficiency
- Written communication
- proficiency
- Self-motivation
- Honesty and integrity
- Flexibility and adaptability
- Creativity
- Data analysis
- Time management
- ISO Auditing process.
- Sales Report.

EMPLOYEEMENT PROFILE

4. ASST.HR (PAYROLL) – 2016 TO 2021

- Labor& Staff profile maintaining
- Bonus And Increment Preparations
- Organizing for Celebration, Training Programs.
- Maintaining Training Records.
- Preparing Interview Evaluation Sheet.
- Recruitment process.
- Counseling.
- Training record preparations
- Feedback analysis & suggestions.
- Arrangement for welfare facilities
- Payroll processing.

5.HOUSE KEEPING – 2016 TO 2018

- Trained and mentored all new personnel to maximize quality of service and performance.
- Assigned housekeeping staff to specific shifts and room blocks based on abilities and daily requirements.
- Improved process efficiency through effective inventory control in alignment with client standards.
- 5 S follow up.
- Communicated repair needs to maintenance staff.
- Reduced financial discrepancies through accurate management of payroll and bookkeeping processes.
- Coordinated daily workflow through task prioritization and concise scheduling.

ACADEMIC PROFILE

- **MBA** – KING COLLEGE OF TECHNOLOGY NAMAKKAL (2014 TO 2016)
- **BBA**- ARULANANDAR COLLEGE OF TECHNOLOGY (2011 TO 2014)
- **MA** (SOCIAL WORK) MK UNIVERSITY – (2018 TO 2020)
- **HSC**- ST.ALOYZIOUS HR.SEC SCOOOL CUMBUM (2009 TO 2011)
- **SSLC**- SUM HR.SEC.SCHOOL CUMBUM (2008)

REWARD

Smooth handling of accounts for the year of 2018 to 2019 (best employee of the year)

TECHNICAL SKILLS

- MS – OFFICE
- TALLY PRIME ERP

ACADEMIC PROJECTS

AVT- EMPLOYEE'SWELFARE

MRF – BRAND AWARENESS

SEIMNARS

- **CORPORATE ETHICS**
- **ENTREPRENEURIAL LEARNING**
- **TECHNICAL SYMPOSIUM**

CO -CURRICULAR

- **NSS**
- **RRC**

LANGUAGES

- **TAMIL**
- **ENGLISH**
- **MALAYALAM**

PERSONAL PROFILE

DOB: 21-04-1994

STATUS: MARRIED

BLOOD: O+VE