**Kodeeswaran Rajendran**

**Email ID :** kodeeswarantech@gmail.com

**Mob :**  +91 8248664357

Skype : kodeeswaran.rajendran

Having 14 years of experience as Team Leader and managed various tasks of an organization efficiently. I have taken the responsibility of operating and monitoring small as well as large scale electronic data processing systems which helps me to take decision on critical tasks on both type of systems.

WORK EXPERIENCE

**Translator, Transcriber and subtitler**

Pegasus BPO Services

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May 2011 to Present

Nature of work:
➢Content Writer in English and Tamil
➢Translated number of books and articles between English and Tamil

**Client**

Negociios

TransGalaxia

**Asst Project Leader**

SBL

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April 2006 to April 2011

Nature of work:
➢ Allocating Work.
➢ Giving Training to Newcomers
➢ Quality Control can be done for that assigned headings.
➢ Quality Assurance can be done after Quality Control process.
➢ Responsible for yielding High production & Quality from Employees

Projects Handled
➢ Data Transcription
➢ Data Mining
➢ Data Conversion (OCR)

Responsibilities:
➢ Client Interaction on Status Reporting, Tracking and Closure of plans
➢ Provide status reporting of team activities against the program plan or schedule to program management at team level
➢ Provide guidance to the team based on management direction
➢ Assure that the team members have the necessary education and training to effectively participate on the team and ensure constant improvement
➢ Create an environment for open communication, creative thinking, and cohesive team effort
➢ Provide the team with a vision of the project objectives
➢ Obtain and coordinate space, furniture, equipment, and communication lines for team members
➢ Crisis Management during pressurized situations.
➢ Motivate and inspire team members
➢ Lead by setting a good example (role model)
➢ Coach and help to develop team members; help resolve dysfunctional behavior
➢ Facilitate problem solving and collaboration
➢ Strive for team consensus and win-win agreements
➢ Ensure discussions and decisions lead toward closure
➢ Maintain healthy group dynamics
➢ Intervene when necessary to aid the group in resolving issues
➢ Help to keep the team focused and on track

**Accountant & Book Keeper**

JOE SYSTEMS

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April 2001 to March 2006

Nature of work:
➢ Keep receipts or other acceptable records of every payment to and every expenditure.
➢ Summarize our income and expenditure records on some periodic basis (daily, weekly, or monthly)
➢ Expense and Income record keeping
➢ Made/repaid debts records keeping
➢ Partial debt repayment
➢ Debt repayment monitoring
➢ Debt reminder feature
➢ Strong organizational and analytical skills.
➢ Proficient with Excel

Description:

Performing the full accounting cycle using Tally Accounting Software. Recording of the value of assets, liabilities, income, and expenses in the daybooks, journals, and ledgers, which debit and credit entries are chronologically posted to record changes in value Proficient with all aspects of accounts payable, accounts receivable, general ledger.Sound understanding of general accounting principles

2. Organization: SAI BPO SERVICES

EDUCATION

**Bachelor Of Computer Application in Institution**

Madurai Kamaraj University

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Madurai, Tamil Nadu

April 2008

**Diploma in Textile Technology**

Rukmini Shanmugam Polytechnic

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Madurai, Tamil Nadu

April 2001

**SSLC**

SPV Matriculation Hr Sec School

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Madurai, Tamil Nadu

April 1998

ADDITIONAL INFORMATION

COMPUTER SKILLS:

• Have Experience and Expertise in Installation of various software
• Expertise in the Usage of MS office tools.
• Knowledge and Experience in Using Accounting Package namely Tally.
• Have Expertise in using Search Engine Tools and Internet.
• Experience in Using Excel Macros.
• Certification in Hardware and Networking.

Working History, Qualifications, Awards:

Word Processing (MSWord)

Reports and Sending Mail

Business and Personal Correspondence

Transcription

Proof Reading, Editing, Spell Checking and Grammar Check

Spreadsheets (Excel), Excel VBA

Database Management and Maintenance

Book Keeping

Invoices

Links to other Applications

Language Translator

(Tamil, Hindi)