

TOMSON PETER

Thozhuppadan, Oliyappuram,po, Koothattukulam, Ernakulum Dist, Kerala

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Career Objective

Well experienced in Finance, Accounts HR & Administration with more than 25 Years of experience, now wish to expand my experience in the field.

Experience

1. Den Networks' ltd (A leading internet & cable service provider in India)
Assistant Manager **19.09.2009-31.07.2021**
Cochin, Kerala

Accounts & administration work of JV companies:- Managing the finance & accounts .Tax returns, Business planning, Preparation of budget & budgetary control, funds management, verification of accounts, cost reduction, credit control, , MIS reports. Administrative functions:-ESI, PF, dealing with statutory bodies. Maintenance of attendance, arrangement of securities, housekeeping, Lease & rental agreements.

2. Scorpio Tiles Pvt ltd
Assistant Manager **22.12.2008-12.09.2009**
Adoor, Kerala

In charge of administration & accounts work of Factory:- Preparation of budget & budgetary control, funds management, verification of accounts, cost reduction, credit control, conduct training, negotiation with suppliers, contractors, office maintenance.

3. Asianet satellite communications ltd
Sr. Accounts Officer **18.01.1993-19.12.2008**
Trivandrum,Kerala

In charge of Finance & Administration of region:-
Verification of entire operations, policy implementation & review of performance,Internal audit. Supervision of finance & accounts, Managing business associates, supervision stores. Preparation of budget & budgetary control, funds management, verification of accounts,

cost reduction, credit control, , negotiation with suppliers, contractors, office maintenance

4. South India Roadways

Officer Personnel& administration

01.03.1987- 31.12.1992

Location-Chennai

Job analysis& identification, selection, training, merit rating, Appraisal, increment, promotion, transfers, leave & leave encashment and dealing with PF office & labour office, housekeeping, Lease & rental agreements. Settlement of issue with labours & contractors. Arrangement of securities, transportation arrangement, supervision of warehouse, & vehicle maintenance.

5. Lemuir Air express

Accountant

01.01.1984-15.02.1987

Location-Bangalore

Maintaining books of accounts, cash disbursement, preparation of bills, Bank reconciliation

Education

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| 1. M B A | Annamalai University | 2005 |
| 2. M Com | Annamalai University | 2002 |
| 3. B Com | Kerala University | 1983 |
| 4. P.G.Diploma in Personnel Management
Industrial relations | Anaamalai University | 2003 |
| 5. Diploma in computer application | Center for research in Electronics | 1897 |

Additional Information

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|------------------------------|------------------------|
| 1. Date of Birth | 31.07.1963 |
| 2. Telephone nos. | 9496019610 |
| 3. Reason for Job change | Interested in new task |
| 4. Time required for Joining | Immediately |