



## **PRADEEP.M.R**

**Pradeepmr7@gmail.com**

**+919846598220**

### **Personal Data:**

Nationality : Indian

Date of Birth : 26<sup>th</sup> March 1984

Father's Name: Raghunandanan M A

Marital Status : Married

Languages Known : English, Hindi,  
Malayalam

### **Address:**

Mandanath House  
Eroor West P O, Tripunithura,  
Ernakulam, Kerala,  
India-682306

### **Educational Profile:**

Master Of Business Administration

Specialized in Finance

Year of Passing :2009

Mahatma Gandhi University, Kottayam

### **Hobbies:**

Listening Music

Playing & Watching Sports

Reading

Travelling

## **Career Objective**

A Challenging position in a reputed company which provides me the opportunity to make strong contribution to the organizational goals through continued development of my professional, academic and technical skills.

## **Experience Profile**

### **Muthoot Vehicle & Assets Finance Ltd.**

5<sup>th</sup> & 6<sup>th</sup> Floor Midhun Tower

K P Vallon Road, Kadavanthara, Cochin 682020

**Designation : Manager – Finance ( July 2017 – Present)**

**Asst. Manager Finance ( June 2015 – July 2017)**

**Sr. Accounts Executive ( April 2012 – June 2015)**

**Accounts Executive (June 2009 – April 2012)**

## **Job Profile**

- Treasury Management
- New/ Renewal of Bank Limits
- Rating of Bank Limits, Debenture, Deposit
- Preparation of Financial Statements
- Prepare & Submit Fund position to the Management
- CMS Management
- Bank Reconciliation
- Prepare & Submit necessary details for Internal, External Audit
- Prepare & Submit necessary details for RBI Inspection
- Checking the Interest calculation of Bank Limits, Debentures
- Monthly remittance of TDS
- Quarterly Filing of TDS Returns
- Vouching of bills and keeping records
- Petty cash management
- Vendor Payments, Salary & Incentive Payments
- PPT presentation for Board Meetings & Managers Meeting
- Verification & Preparation of RBI Returns

## **Professional Skills**

- Excellent knowledge in the field of Accounting
- Effective use of MS Word, MS Excel & MS PowerPoint
- Ability to work with Limited Supervision
- Ability to complete tasks within specific time frames
- Ability to develop & lead a team

### **Academic Qualification**

- S.S.L.C. : Kerala State syllabus 1999
- Plus Two : Central Board of Secondary Education 2001
- B.Com : M. G University 2004
- M.B.A-Finance : M. G University 2009

<b>Qualifying Examination</b>	<b>Institution</b>
S.S.L.C	Rajarshi Memorial High School, Vadavucode
Plus Two	N.S.S Higher Secondary School, Tripunithura
B.Com	Chinmaya Vidyapeeth, Ernakulam
M.B.A-Finance	Bharata Mata College, Thrikakkara

### **Reference**

Geena Ajith, Chief Financial Officer  
Muthoot Vehicle & Assets Finance Ltd, 5<sup>th</sup> & 6<sup>th</sup> Floor,  
Midhun Tower, K P Vallon Road  
Kadavanthara, Cochin 682020, Phone No: 9995371125

### **Declaration**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

**Pradeep M R**