

ARUN P R

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Deputy Manager - Finance & Accounts

PROFESSIONAL SUMMARY * To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth. * An enterprising , hardworking and technically skilled specialist known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers possesses rich experience of **9.11 years**.

PROFESSIONAL SKILLS * Enable Decision Making * Communication * Flexibility * Strong Organizational Skills* Manage Task Effectively * Accounting * Statement Analysis * Managerial Finance * MS Office * Balance Sheet * Leadership * Tally ERP

CORE COMPETENCIES * Team Player * Supervising Others * Manage Performance * Emotional Intelligence * Conflict Resolution.

PROFESSIONAL EXPERIENCE

MUTHOOT FINCORP LIMITED

Deputy Manager – Finance & Accounts

TVM, IN | Jan '12 - Present

- Handling Two subsidiary companies accounts of Muthoot Fincorp Limited (MPT & MPGSG).
- Handling AP and AR - verify and process the invoices and make/collect the payments.
- Working knowledge of all TDS & GST related matters.
- Support for Internal audit function.
- Preparing tax returns and ensuring that taxes are paid properly and on time.
- Reconciliation of bank and suppliers accounts.
- Maintaining accounts for debtors/creditors, imprest money and cash and bank books.
- Helping superior authorities in finalization and maintaining therecords for external audits.

EDUCATION

SVR NSS College Vazhoor, Kottayam (Mahatma Gandhi University)

Jun

'11

M Com

Post Graduation in Commerce

St. Domini's College Kanjirappally, Kottayam (Mahatma Gandhi University)

B Com

Sep '08

Bachelor Of Commerce

St. Thomas HSS Erumely

Class XII

Jun '05

Class X

Jun '03

Assumption High School Palampra

Secondary Education

MISCELLANEOUS

Academic projects

Project Name : "a study with special reference to ayurvedic products in Meenachil taluk"

PERSONAL PROFILE

Address: Puthenpurackal (H) Koovappally P.O, Kulapuram, Kanjirappally, Kottayam

DOB: 30, September 1987

Marital Status: Single

LANGUAGE

English (Read, Write & Speak)

Hindi (Read, Write & Speak)

Malayalam (Read, Write & Speak)

Tamil & Telugu (Speak)

References

- Anish Kallara

Assistant professor

Govt College Attingal

Mob: 09447930007

- CA. Divya Mammen

Chartered accountant

Senior Manager Finance & Accounts Department.

Mob: 9037376080

Declaration

I do hereby declare that the information given above is true and correct to the best of my knowledge. I look forward to work for your institution and contribute towards its development.

Place: Trivandrum

Arun P.R.