



SASIKUMAR S

'Harivaram', TC No.52/1553 (3), Industrial Estate PO, Pappanamkode, Trivandrum – 695 019.

Mob – 70256 89326, E-mail – sasinairtvm@gmail.com

Position looking for – Manager – Accounts / HR/ Administration

Working Experience (More than 20 years)

1. Currently working as freelancer in Accounting, Inventory, GST, HR etc..
2. Southpark Motors Pvt Ltd as Accounts Head from Mar 2019 to Apr 2020
3. TrichurSurgicals, Thrissur as Chief Financial Officer from Mar 2018 to Dec 2018
4. SarathyAutocars, Trivandrum as Manager - Accounts &HR from Jul 2013 to May 2014 and November 2015 to December 2017.
5. Classic Fashion Apparels Ltd. Co., **Jordan** as Manager - Accounts & Administration from July 2014 to October 2015
6. G.S Builders & Contractors Pvt.Ltd., Trivandrum as Accounts & Administration manager from January 2011 to June 2013.
7. Mir Realtors Pvt.Ltd., Trivandrum as Sr.Accountant from November 2007 to March 2010 and as Asst.Manager – Accounts from April 2010 to November 2010.
8. Kap (India) Projects& Constructions P.Ltd.,Thrissur as SeniorAccountant from June 2004 to October 2007.
9. Factory Manager with Kap Kin Ceramics, Thrissur from February 2003 to May 2004.
10. Sanchez Healthcare Pvt.Ltd.,Thrissur as Executive – Marketing from August 2001 to July 2002.
11. Rajashree Dyeing & Printing Mills Pvt.Ltd., Surat, **Gujarat** as Accountant cum office Manager from November 1997 to July 2001

Qualifications

1. BA
2. PGDCA
3. NCC 'B' and 'C' Certificate Holder

Special one day trainings attended

1. Advanced Accounting in Tally by Corporate Relations Pvt.Ltd.
2. Payroll & Statutory Compliance by Corporate Relations Pvt.Ltd.
3. Customer Management by Trivandrum Management Association

(Contd..2)

Languages known	- English, Hindi, Tamil and Malayalam
Computer Skills	- Tally all versions, expert in synchronization and advanced usage of Tally, basic hardware, network, photoshop and expert in MS office especially in Excel. Wellversed with GST
Strength	- High-speed typing, Quick learning ability, Team player, Ability to stick on till we achieve the goals
Countries visited	- Russia, UAE, Singapore and Jordan
Reference	<p>- Mr.RajeshSomathan, Managing Partner, SarathyAutocars, Kollam Mob.: 98474 23909</p> <p>- Mr.Ramkumar, Manager – Administration, Kap (India) Projects & Constructions Pvt.Ltd.,Thrissur. Mob.:98950 68960</p>

I hereby declare that all the above mentioned statements and true and correct and supporting documents can be produced at any time.

TRIVANDRUM
01-04-2022

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(Contd..3)

Major Areas (Southpark Motors)

- In Southpark Motors I do handle all areas of Accounting, including GST and I am well versed in Tally and MS Excel.
 - Looks after insurance claims and makes sure that we do get claims in the stipulated time.
 - Proper maintenance ledgers of creditors, debtors and all other general ledgers.
 - Fund Management
 - Extracting GST reports (GSTR1, 2 and 3B) from Tally and filing returns.
 - Monthly TDS deduction and remittance
 - Salary sheet preparation and disbursement of salaries
 - Monthly remittance of ESI and PF
 - Remittance of Professional Tax
 - Maintaining real-time data in Tally with the help dedicated team.
 - Daily monitoring of dues (Workshop and Bodyshop) and extracting the same with proper follow ups.
 - I have handled HR portfolio in SarathyAutocars and I am well versed with Induction, training and proper utilization of manpower keeping in mind the goals and policies of the organization.
 - Asset management.
 - Negotiating power
 - Providing MIS reports
 - Monitoring Spare purchase and utilization
 - Experienced in Auditing, hence maintain the data and records accordingly.
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