

# CURRICULUM VITAE

## **P.THIRUKUMARAN**

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### **Permanent Address:**

S/O: K.Pounraj  
No 06 A, Nandagopalan Kovil 02<sup>nd</sup> Street  
Cumbum-625516  
Theni District  
Tamilnadu.

### **Personal profile:**

Date of Birth : 31-05-1978  
Sex : Male  
Languages : Tamil ,English  
Kannada  
Write : English & Tamil  
Nationality : Indian  
Marital Status : Married  
**Disability : Ortho(40%)**

### **Objective:**

To obtain a challenging and senior position especially in the Banking/financial services sector which utilizes my expertise in Mutual Funds, Banking and financial services.

### **Academic Profile:**

- **B.A., Economics**(1997-2000) HKRH College  
(Madurai Kamaraj University)
- **H.S.C** (1995-1996) CPU Boys Hr.Sec School, Cumbum.
- **S.S.L.C** (1994-1995) - Govt K High School. Cumbum.

### **Work Experience:**

- Presently I'm working for "Kfintech" as a **Sr Associate** in MF Services from March 2019 to till date.
- I worked in "SBFS" as a **Associate** in MF Services from March 2002 to Nov 2019.

### **Skill set:**

- Good communication skills.
- Capable to work under pressure and excel as a team.
- Positive attitude with innovative approach.

### **Technical Qualification:**

- **PGDCA** (Post Graduate Diploma in Computer Application.)  
**Period** : From June 2001 to May 2002

**M.S. Office,**

### **Certification Course:**

- **NISM (National Institute Of Securities Markets)**  
( NISM-Series-II-B: Registrars to an Issue and Share Transfer Agents – Mutual Fund Certification examination)  
**Period** : February 2024

**Current Profile:**

**Organization : KFin Technologies Private Limited. (KFINTECH) - Chennai**  
**Position : Sr Associate**  
**Period : From Nov 2019 to Till Date**

**Roles and Responsibilities**

- Maintained accounting ledgers by verifying and posing MFS account transactions.
- Processed invoices and reconciled accounts payable transaction.
- Verified accuracy of invoices and other accounting documents or records.
- Reconciled bank statements by comparing statements with general ledger entries.
- Assisted in the preparation of financial statement reports and records.
- Performed clerical duties such as date entry into computer systems, scanning documents, filing paperwork.
- Prepared reports summarizing current inventory levels, orders received and shipped.

**Previous Profile:**

**Organization : Sundaram BNP Paribas Fund services (SBFS) – Chennai**  
**Position : Associate**  
**Period : From March 2002 to Nov 2019**

**❑ Areas of Responsibility in SBFS:**

- To update & Check the Investor's details in a database according to norms of the Mutual Fund and to send Correspondence to Investor directly.
- Registration of Transaction data, data validation and Quality checks.
- Tallying the transactions available in the database with the confirmations
- Verifying of applications and error checking and subsequent corrections
- Creating images of applications and sorting according to schemes.
- Preparation of periodic reconciliation reports, Exception report Sending to AMC
- Filing and maintenance of records.

**Achievements:**

- Successfully handling two new products during the financial year (Sundaram and BNP mutual funds).
- Maintained High productivity, very low error rate within the unit when compared across all other units in SBFS.

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**DECLARATION**

I hereby declare that the information furnished by me are true and correct to the best of my knowledge and belief and I have made claim of acquired competence in good faith.

Place: **Cumbum**

Date :

**(P.Thirukumaran)**