



ADV. RAMALINGOM P

RESUME SYNOPSIS

APPLICATION FOR THE POST OF ACCOUNTANT CUM ADMIN MANAGER

CAREER PROFILE

- 32 YEARS EXPERIENCE INDIAS NO 1 CPSE – A GOVT OF INDIA PSE.
- WORKING AS SENIOR OFFICE SUPERINTENDENT
- WORKED AS RETAILER MANAGER FROM 2013
- WORKED IN HR/ADMN/ACCOUNTS
- WORKING EXPERIENCE IN CONCILIATION, NEGOTIATION, ADR PROCESS.
- WORKED IN LEGAL SECTION OF LARGE UNIT.
- GULF EXPERIENCE 5 YEARS AS SENIOR MANAGER(ADMN & MKTG)

ACTIVITIES CARRIED OUT IN THE PAST

IN ADMINISTRATIVE POSITION

- WORKED IN HR DEPARTMENT- TRANSFER/ POSTING HR MATTERS/ACCOUNTS DEPT
- WORKED IN ADMINISTRATION IN A HUGE DEPARTMENT/ CIVIL SECTION TENDERING ETC
- WORKED IN LEGAL SECTION LABOUR RELATED ISSUES, CASUAL LABOUR APPOINTMENT

IN SALES & MARKETING

- SALES AND MARKETING OF PRODUCTS
- ACHIEVING TARGET
- DEVELOPING NEW RETAILERS
- APPOINTMENT OF RETAILERS AND DSAs
- ADVERTISEMENT AND SALES PROMOTION ACTIVITIES
- PARTICIPATING AND ORGANISING EXHIBITIONS.
- DEVELOPING DEALER STAFF TRAINING PROGRAMMES
- CREATING AND UPDATING DATA BASE OF RETAILERS

TECHNICAL AND COMPUTER KNOWLEDGE

- GOOD ACCESS WITH COMPUTER.
- KNOWLEDGE OF MICROSOFT OFFICE AND EXCEL
- WORKED WITH ERP/SAP BASED SYSTEM ENVIRONMENT
- KNOWLEDGE OF GEM

QUALIFICATIONS

- B.COM WITH ACCOUNTING AND BUSINESS ADMINISTRATION-KERALA UNIVERSITY
- MBA – MARKETING MANAGEMENT – PROJECT – RETAIL CHAIN DISTRIBUTION MANAGEMENT IN TELECOM INDUSTRY – ANNAMALAI UNIVERSITY – FIRST CLASS
- DIP IN LABOUR LAW AND ADMINISTRATIVE LAW-ANNAMALAI UNIVERSITY
- LLB WITH SECOND CLASS –APPROVED BY BAR COUNCIL OF INDIA
- CONTINUING LLM (LABOUR & INDUSTRIAL LAW). COMPLETING IN 2020.

ACHIEVEMENTS

- APPRECIATION LETTER RECEIVED IN MARKETING
- APPRECIATION ON RESEARCH PAPER SUBMITTED .
- BOARD MEMBR OF A CO-OPERATIVE SOCIETY.

PERSONAL DETAILS

- NAME : RAMALINGOM. P
- AGE : 56 YEARS
- PHYSIQUE/PERSONALITY : VERY GOOD
- ADDRESS : ULLAS, F LANE 21-C JP NAGAR WEST FORT
VALLAKKADAVU PO THIRUVANANTHAPURAM-695008
- EMAIL ID : ramalingom@gmail.com
- CONTACT NOS : 9496191966, 04712471717
- LANGUAGES KNOWN : ENGLISH, TAMIL, MALAYALAM HINDI - UNDERSTAND
TELUGU
- DRIVING LICENCE : INDIAN TWO/FOUR WHEELER LICENCE.
- SALARY DRAWN : 80,135 GROSS
- SALARY EXPECTED : ON MUTUAL NEGOTIATION
- REFERENCE : DR. S.N. NAIR (RETD DGM VIGILANCE – BSNL)
DIRECTOR, MUSLIYAR COLLEGE OF MANAGEMENT,
PATHANAMTHITTA . MOBILE 9447327700
EMAIL: snneeradam@gmail.com

SHRI VINOD
CONTROLLER OF FINANCE, ELECTRICITY REGULATORY
COMMISSION, KERALA,
MOB : 944641280

THIRUVANANTHAPURAM
10-08-2020

(RAMALINGOM.P)