

SALIL SOMADEVAN

Assistant Administrative Officer

+91 9446620099

E-Mail: salil_somadevan@yahoo.co.in

CV



PROFILE

- 8.4 Years of Experience in Administration & HR
- 3 Years of experience in Accounts
- Meeting deadlines.
- Good working knowledge in MS Office.
- Able to work independently and self-motivated.
- Multitasking
- Team Management

EXPERTISE

PAYROLL

PF & ESI

Maintaining Attendance
Register

Leave Register

PROFESSIONAL TAX

Power Point
Presentation

Vehicle
Management

WC Policy



PROFESSIONAL BACKGROUND

1. Current Organization: M/s. Tecpro Infra-Projects Ltd.

Role: Assistant Administrative Officer

Period: From December 2011 to June 2020

Responsibilities:

- Assistant to Manager (HR).
- Preparation of Payroll.
- Handling PF, ESI, PT, & WC Policy.
- Power Point Presentation.
- Vehicle Management, Housekeeping, Travel Desk.
- Maintaining Attendance & Leave Register of all sites.
- Preparing Final Settlement of existing employees.
- Preparing Rental Agreement of site offices & Vehicles.
- Mess Management, Guest House arrangements.
- Knowledge of Systems Administration such as computers, scanner, printers, LAN, internet connectivity communication equipments such as routers, switches modem, WIFI etc .
- Travel assistance: - Visa processing, flight ticket, hotels search, foreign exchange purchase etc.
- Personal & company vehicles – service & insurance renewals
- Credit card and Club membership – payments
- Proper upkeep of personal documents, files & records

2. Organization: M/s. Reprographics Pvt. Ltd. Hyderabad

Role: Accountant

Work Experience: June 2011 - September 2011

Responsibilities:

- Maintaining sales & Purchases in Tally & Excise Udyog Software.
- Follow up of payments.
- Prepared company accounts and tax returns for audit.
- Arrange Dispatch of materials.

- Handling Petty cash.
- Performed general office duties and administrative tasks like maintaining company guest house.
- Prepared monthly sales reports.
- Updating Insurance & Road Tax.
- Bill Preparations.
- System Administration.

3. **Organization:** M/s. Reprographics Pvt. Ltd., Mumbai

Role: Accountant

Work Experience: February 2007 - September 2009

Responsibilities

- Handling accounts.
- Prepared costing of Import Shipment.
- Maintaining sales & Purchases in Tally & Excise Udyog Software.
- Arrange for Dispatch of materials to all over India.
- Handling petty cash.
- Prepared monthly salary statement.
- Performed general office duties and administrative tasks like maintaining office documents.
- Prepared monthly sales reports & expenses.
- Updating vehicle services, Insurance, & Road Tax.
- System Administration.



EDUCATIONAL QUALIFICATIONS

- Bachelors in commerce from Mahatma Gandhi University.
- Pre - Degree from Mahatma Gandhi University.
- Matriculated from Kendriya Vidhyalaya, Kochi.

OTHER QUALIFICATIONS

- Diploma in Fire & Safety Engineering



LANGUAGES KNOWN

English, Malayalam, Hindi



Personal Details

Name	Salil Somadevan
Gender	Male
Marital Status	Bachelor
DOB	23-07-1983
Phone No	Mobile +91 9446620099
Permanent Address	VRA 161A Makam,Near Girls High School, Attingal, Trivandrum ,Kerala,India-695101
Driving License	M/C with gear, LMV, HPMV, HGMV



DECLARATION

I hereby declare that the above statements are correct and true to the best of my knowledge and belief.

Place:

Date: