

SYAM KUMAR R S



Email

syamrs1@gmail.com



Call

+91-9020320025

Objective

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Career Profile

- ☐ Business Operations.
- ☐ Client Relations
- ☐ Managed more than 1500 employee's logistics on day and night.
- ☐ Maintain Organization.
- ☐ Ensure client visit arrangements.
- ☐ Ambiance Management (House Keeping)
- ☐ Process oriented in operational audit & Internal Auditing.
- ☐ Development in Team Management & Creating/Submitting branch reports to HO.
- ☐ Comprehensive knowledge of auditing standards, fundamentals of auditing, accounting theory and practices.
- ☐ Understanding the current operating process flow and controlling the process gaps.
- ☐ Gap Analysis to control weakness & implementing for securing high company revenue.
- ☐ Finding out process improvement in various functional areas & assisting in Implementing.
- ☐ In-depth ability to gather, analyses and evaluate facts and to prepare and present concise oral and written reports.

Educational Qualification

- B.com with Computer Application, MG University.
- Diploma in Computer Application.
- Plus Two Commerce
- SSLC

□ **Achievements**

Best performer of the month August 2017.

Best performer of the quarter from April to June, 2018.

□ **Computer Proficiency**

Network Engineering

- RHCE (certified -93%) Certificate number : 805011175457798
- MCSA
- CCNA, CCNP

Office Packages

- MS Office (Word, Excel, PowerPoint)

□ **Professional Experience**

Syncsite Technologies Pvt Ltd , Trivandrum
Assistant Manager (04-January 2020 to 15-March-
2020)

- Coordinating business operations.
- Client Relations.
- Employee Management.
- Accounts and Administration.
- Vendor Management.
- MIS Reporting.

Navigant BPM India Pvt Ltd, Technopark Trivandrum.
Senior Associate – Administration & Facilities. (09 March
2016 to 31-July 2019)

- MIS Analysis.
- Handling Company Transportation (More than 1500 employee's).
- Handling Vendor Payment.
- Facility Management.
- Asset Management.
- Updating registers during inflow and outflow of Assets
- Managing House Keeping and Security Staffs
- Planning type of Maintenance
- Monitoring the activities of Housekeeping Staffs
- Inventory /Stock Managing.
- Vendor Management.
- General clerical duties including photocopying, fax and mailing.
- Coordinate maintenance of office equipment
- Airport assistance
- Hotel Booking based on type of visit.
- Traditional Welcoming Procedures.
- Lunch arrangement based on request.
- Coordinating the activities between Vendors and Company.
- Resolution or escalating issues of Vendors or of employees related to the Vendors
- Collecting the procurement requests from management

Nippon Motor Corporation Pvt. Ltd, Kerala
Internal Auditing Executive (12 Feb 2015 to 22 Feb 2016)

- Reporting to the HO.
- Functional study and controlling Gaps with the support of prepared check list.
- Responsible for Nippon group Auditing.
- Planning, Organizing, Co-ordinating, controlling the audit process & procedures.
- Based on Process, operational audit & internal audit.
- Responsible to handle and preparation for branch audit.
- Process Auditing for Sales and after Sales.
- Preparing solutions for the found issue.
- Nippon group housekeeping, Securities & projects (Construction team) auditing too.
- Stock audit (Spare-Parts, Accessories, Vehicle stock, fuel and consumable auditing) & process auditing. As an Internal Control of Inventory.
- Monitoring Mobile services, break down, securities and fuel consumption.
- Reconciling as well as auditing insurance claim, FMSC, day-to-day transactions like receipt & payments, purchases & sales invoices, cash closing process.

Abraham Jacob & Co , Trivandrum
Audit Assistant (11 June 2014 to 21 Jan 2015)

- Prepare, analyze, and verify annual reports, financial statements, and other records.
- Prepare detailed reports on audit findings.
- Examine inventory to verify journal and ledger entries.
- Examine books of accounts and accounting systems for efficiency, effectiveness
- Prepare detailed reports on audit findings.
- Provided feedback/input to audit planning.
- Co-ordination of outside (Client Office) auditing.

☐ **Personal Details**

Date of Birth : 04-02-1992
Marital Status : Married
Fathers Name : Radhakrishnan Nair S
Address : Ram Nivas Panachavilla Kariyavattom P.O
695581, Trivandrum Dist, Kerala
Nationality : Indian
Languages Known : English(R/W/S), Hindi(R/W/S), Malayalam (R/W/S) and Tamil (S)

☐ **References**

References can be provided on request.

☐ **Declaration**

I hereby declare that the above furnished details & information is true through the best of my knowledge.

Thiruvananthapuram

Syam Kumar R S