

# Ajith Ajayakumar

## Manager-Finance & Administration (HR)



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🔗 Single

### Passport Details

#### Passport No

• K 5680708

#### Date of Expiry

• 15/07/2022

### Courses

#### Tally.ERP9 with GST, Udemy

2020 | Trivandrum, India

• Certificate No:UC-23b77cec-4120

#### Goods & Service Tax (GST), Apna course.com

2020 | Trivandrum, India

• Certificate No: 49505-97-3662

### Software Skills

#### Tally & Erp (GST)

Data mate financial management

Hot soft front office management

Pos version 7.1 & 10

Micro Soft Excel

### Profile

*Experienced Finance & Administration (HR) with a demonstrated history of working in the Hospitality industry. Skilled in Sales, Microsoft Excel, Business Development, Invoicing, and Account Reconciliation. Strong finance professional with a **EMBA** focused in Financial Management , Marketing Management ,Tourism Management ,Hospitality Management from National Institute of Business Management .*

### Professional Experience

#### Hussains Group,

*Manager-Finance & Administration (HR)*

11/2017 – present | Trivandrum, India

- Manage financial and administration teams to achieve company financial goals.
- Oversee preparation of financial records related to general ledger, payroll, budget, expense, etc.
- Assist in account receivable and payable activities.
- Maintain accurate bank records of cash withdrawals and deposits.
- Follow standard accounting process for financial analysis and reporting activities.
- Evaluate existing accounting system and recommend improvements if required
- Assist in developing and managing budgeting system.
- Perform account reconciliations and generate financial reports.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related problems.
- Manage all client accounts for payment settlements.
- Monitor and manage expenses within allotted budgets.
- Interview, hire and train new employees in financial and administration activities.
- Assist in resource identification, work assignment, performance evaluation, and promotion decision activities.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing the recruitment and selection process.

## Strengths

Dedication	● ● ● ● ●
Patience	● ● ● ● ●
Adaptable	● ● ● ● ●
Analyzing	● ● ● ● ●
Assessing employee needs	● ● ● ● ●
Administering	● ● ● ● ●
Controlling	● ● ● ● ●

## Computer Skills

### Operating systems

- Windows and
- Mac-OS

### Spreadsheets

- Excel, Google Spreadsheets, etc

Office suites Microsoft Office, G Suite

## Awards

**Employee of the Month**, Arabian flames Group  
31/12/2016

### Appreciation

, Hussains Group

- Selected for handling accounts of premier and budget sector hotels.

## Languages

English	● ● ● ● ●
Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●
Tamil	● ● ● ● ●

## Interests

Google Business, Reading, Cricket, Photography

## References

**Akshai Pradeep Panicker**, AGM,  
Hussains Group  
akshai.pj@outlook.com, 97452294282

## Arabian flames Group,

Executive Administrative Assistant

05/2015 – 09/2017 | Coimbatore, India

- Assistance in conducting a simplified accounting.
- Assisting with all aspects of administrative management.
- Assist in the preparation of regularly scheduled reports.
- Checking daily insurance and procedure authorizations.
- Checking invoices, bills and purchase orders.
- Communication with customers.
- Completed data entry, tracked resumes and maintained the applicant tracking system.
- Coordinated new and existing patient schedules within the service area.
- Created detailed expense reports and requests for capital expenditures.
- Create written and photo content for the website and social media.
- Detailed review of customer's order.
- Develop and maintain a filing system.
- Documented, restocked and maintained an International distributor's inventory needs

## Education

### National Institute of Business Management,

Executive Master of Business Administration

01/2014 – 04/2015 | Chennai, India

- Financial Management
- Marketing Management
- Tourism Management
- Hospitality Management

### EIILM University, Bachelor of Commerce

2010 – 2013 | Trivandrum, India

- Accountancy
- Business Statistics

### St Antony's Higher Secondary School,

Higher Secondary Examination

2007 – 2009 | Trivandrum, India

- Commerce Group
- Statistics
- Business Studies/Organisation of Commerce

## Projects

### Finance Controlling

, Hussins Group

01/2020

- Associate five star project financial management (60 Crores) and cash flow management.