

MUNTHAQIR K.M

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Project Management/ General Administration/ Finance &Accounts Expert

EXECUTIVE SUMMARY

- An accomplished professional with **around 10 years** of experience in the areas of **Project Management, Finance & Accounts and General Administration**
- Deft at designing, coordinating and executing the projects in order to achieve quality as well as cost effectiveness
- Skilled in improving operations, enhancing business growth & maximizing profits through the achievements in finance management, internal controls and productivity improvements
- Excellent analytical, relationship management and communication skills with proven ability in liaising with banks, financial institutions and regulatory authorities
- Experience in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements of Companies Act

Project Management

General Administration

Finance & Accounts

Resource Management

Audits & Process Documentation

Manpower Management

KEY RESULT AREAS

Project Management:

- Coordinating project management activities, resources, equipment and information
- Actively involved in breaking down projects into doable actions and set timeframes
- Liaising with clients for identifying and defining requirements, scope and objectives
- Ensuring that the clients' needs are met as the projects evolve
- Analyzing risks and opportunities along with assisting in preparation of budgets
- Acting as the point of contact and communicating the project status to all participants
- Overseeing project procurement management and monitoring project progress and handle any issues that may arise

Finance & Accounts:

- Implementing systems & procedures for timely preparation of statutory books of accounts and financial statements; providing financial reports including financial information and interpretations to the management
- Tracking, controlling and checking of the computation of margins payable / receivable from clients and exchange
- Performing the bank reconciliation, income tax return, TDS Return, Service Tax, Professional Tax and possess knowledge of Internal, Financial and Cost Control Systems
- Ensuring the monthly deposit of GST through e-payment and timely submission of GST return

General Administration:

- Conceptualizing and implementing procedures/ systems across designated area of operations for office administration & operations to ensure safe & smooth work environment
- Overseeing overall policy planning, standardization of SOPs, related to admin and security aspects
- Interfacing with client's entities/ businesses to understand their expansion plans and space requirements and providing strategic inputs for optimum space planning and avoid ad hoc premises expansion
- Conceptualizing and implementing process modifications for optimizing resource utilization and maximizing productivity and adapting the automated systems for streamlining operations to enhance operational efficiency

CAREER CONTOUR

Since 2018 with EKK infrastructure Limited, Kochin, Kerala as Senior Manager Administration

Accountabilities

- Coordinating project activities and scheduled regular meetings and record decisions
- Monitoring the project progress and addressing the potential issues
- Finalizing and negotiating with third party for project resources
- Preparing and providing documentation for the internal teams, key stakeholders and contractors

2014 – 2018 with MCK Kutty Engineers Pvt Ltd., C/o Vedanta Limited, Goa as Project Co-ordination and Administration

Accountabilities

- Performed overall project administration for ongoing project

- Handled the manpower and utilized the resources to the optimum level
- Administered the human resources, finalized the payroll, attendance and performed leave management
- Ensured Timely payment of statutory dues

2009 – 2014 with MCK Kutty & Company, C/O Sona Alloys (P) LTD, Lonand, Maharastra as Admin & Finance Manager

Accountabilities

- Managed accounts payable functions for all construction expenses
- Performed vendor accounts and generated weekly on demand cheques
- Administered the financial departments with responsibility for budgets, forecasting, payroll, accounts payable and receivable
- Created budgets and forecasts for the management group and ensured compliance with accounting deadlines
- Managed payroll function for over 500 employees through a dedicated ERP software system
- Handled all internal and external audit functions along with settling party's outstanding through Cheque , RTGS and NEFT systems
- Handled company's matters related to GST, P.F , E.S.I , VAT and TDS.

ACADEMIC CREDENTIALS

2009	MBA (Finance) from S.D.MPG Centre, Mangalore, Karnataka
2007	BBM (Bachelor of Business Management) from Mangalore University

TECHNICAL SKILLS

- **Office Automation:** MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook Express
- **Operating Systems:** Windows 9X, Windows 2000, Windows ME, Windows XP and Windows Vista
- ERP Tally and HR based Saral ERP

MAJOR CLIENTS HANDLED

➤ Vedanta Inc	➤ GMR Group	➤ JSW Steels Ltd.
➤ TATA Projects Limited	➤ Uttam Galva Metallics Pvt Ltd.	➤ Megawide India

ACADEMIC ACCOLADES

- Achieved second place in "Pinnacle" a PG level Management fest in Finance event during 2009
- Bagged first position in "ICE" a PG level Management fest in Finance Event during 2009
- Received prize in "Battle De Royale" a PG Level Management fest in Corporate Council event during 2008
- Participated in "Manthana" and presented a case study on Employee Retention and won second prize in 2008
- Participated in the "XLIXIR" a PG Level Management Fest in the finance Event in 2008
- Actively participated in the "VERVE" a PG Level Management Fest in finance event during 2008 and 2009

CONFERENCES ATTENDED

- Attended a Conference on "Entrepreneurship –A Ray Of Hope" during 2009
- Participated in the National Conference on "Intellectual Property Rights" during 2008
- Took part in the National Conference on "Indian Infrastructure Challenges & Opportunities during 2008
- Worked as the Member of Finance Committee for "International Synergy" a Management fest during 2005-06

PERSONAL DOSSIER

Date of Birth:	3 rd July 1986
Address:	Pappas House, Opposite Govt. Ayurveda Dispensary, Vattaparambu , Kadalundi, Chaliyam – PO, Kozhikode, PIN –673301, Kerala
Languages Known:	English, Hindi, Kannada, Tulu and Malayalam