

# Kannan P.K

## **Peroorkada**

Thiruvananthapuram, Kerala

[kannantvpm84@gmail.com](mailto:kannantvpm84@gmail.com)

09809174291

- \* Nearly 9+ years of experience in Finance, Accounts, Admin and HR.
- \* Also having Hands on experience in Administration activities & HR Co-ordination.
- \* Managed various office HR/ administration activities including scheduling Meetings, Payroll Management / Salary Processing, maintaining Registers, Attendance & Leave Management and maintaining Reports.
- \* Employee Engagement, Employee Welfare & Grievances, New Employee Inductions
- \* Resolving complaints of clients as well as employees, Stock management etc.
- \* Cohesive Team Player with fast learning curve along with strong analytical, problem solving, innovation, planning, organizational, communication & interpersonal skills
- \* Proficiency in Tally 9 & MS office (Word, Excel and Power Point) & Internet.
- \* Passionate in healthcare online promotion and implementation.

Willing to relocate: Anywhere

## Work Experience

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### **Manager (HR & Admin)**

BigdataInt Engineers Private Limited

April 2018 to Present

Responsibilities:

- Preparing documents for SEZ approval for a unit
  - Preparing softex and submitting to SEZ, submitting the approved softex to Bank
  - Maintaining Admin, Maker & Approver id in SEZ online for softex monthly updation
  - Monthly payroll processing, renewal of client agreement.
  - Processing Rent, salary and other statutory payments.
  - Maintaining monthly vendors payment, po release for purchase.
  - Coordinating with all state government officials to get license and to submit tds, professional tax.
  - Post requirement to social media like LinkedIn, Watsup, facebook, reference and vendors.
  - Sorting of required resumes which is received
  - Schedule of interview with skype or zoom, update the result with the candidates
  - Issue offer letter, appointment letter, giving access card, issue of insurance to staff, maintain attendance, leave management & issue of payslip for the newly joiners.
  - Petty cash management, Tds calculating for staff
  - Preparing letters and documents to submit the monthly softex to SEZ infopark Phase II
- Coordinating

### **Assistant Manager Admin**

HR Department

March 2017 to March 2018

## Responsibilities

- Preparing Agreement with all clients
- Liaising with vendors
- Coordinating with all state government office to get license and to submit tds, professional tax.
- Post requirement to social media like LinkedIn, Watsup, facebook, reference and vendors.
- Sorting of required resumes which is received
- Schedule of interview with skype or zoom, update the result with the candidates
- Issue offer letter, appointment letter, giving access card, issue of insurance to staff, maintain attendance, leave management & issue of payslip for the newly joiners.
- Monitoring the performance of the employee for appraisal
- Processing the asset purchase for office like laptop and others
- Monthly payroll prepare
- Approval Processing and of salary, rent other recurring expenses.
- Coordinating with chartered accounts for income tax prepare, salary tds calculate for newly joined staff.

## **MIS Executive, Center Manager and State Head**

Coffee Day Global Limited

December 2015 to February 2017

- Responsible for all the office activities, girls and boys hostel, vendors payment-(students uniform and training learning materials),
- petty cash management, conducting inspection and surprise visit to center with officials
- coordinate with housekeeping, HR department,
- purchase order release,
- prepare all the documents for inspection of NIRD, MoRD, SRLM and Kudumbhasree,
- sending the staff attendance for salary process for the staff in two centers,
- prepare all the MIS report of two centers in monthly like students attendance percentage,
- generator, building rent, boarding and lodging, hostel food bill, water bill electricity bill, travelling expenses, making camp for next batch students,
- maintain all the registers like grievance in center and hostels,
- adding new students and staff biometric device, initiative to arrange programs,
- on job training train travel bulk booking arrangement for students in two centers,
- open new bank account for all new students after freezing of the batch,
- maintain supporting document in center like- bank account statement of students - offer letter of students -salary slip of students for the monthly audit purpose,
- Monthly meeting with parents.
- Conducting online exam to course completed students.

## **Assistant Manager Admin & HR Department**

Kites Training Academy - Kollam and Ernakulam

February 2015 to December 2015

Responsible for monitor aviation facility to ensure that it remains safe, secure, and well maintained,

- ensure that aviation facilities meet - environmental, health, and security-plan budgets for contracts, equipment, and buy, store, and distribute supplies,
- supervise clerical and administrative personnel, recommend changes to policies or procedures to improve airfield or airline teaching,
- arraigning on job training in reputed companies,

- supervising office records handling, assess staff performance and provide coaching and guidance to ensure maximum efficiency,
- assess staff performance and provide coaching and guidance to ensure maximum efficiency,
- monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints,
- researching and developing new services and methods; setting priorities;
- resolving problem situations, giving approval for staff salary,
- giving approval for add in newspaper,
- liaising with private and government for advertising,
- giving approval for conducting camp in school, gram panchayat for admission,
- verify all the records are clear in all departments,
- giving proposal for opening new branches in different branches in different district, making contract with several companies, consultancies for placement of students.

## 5. ADMIN EXECUTIVE

(Handling Accounts, HR Activities & Administration)

### **Coordinate with Marketing Executive**

APOLLO CLINIC, Mogappair Branch

February 2014 to February 2015

Chennai since Feb 2014 till Feb 2015

Job Responsibilities:

- Stock Management
- Procure Management
- Monthly audit in Radiology Department, Treatment Department and Lab Department for Quality improvement.
- Petty Cash Handling
- Coordinate with Maintenance department.
- Coordinate with Marketing Executive for Camp purpose.
- Coordinate with onsite camp
- Vendor Management.
- Maintaining Doctors Payout in monthwise
- Maintaining Duty rosters for Doctors, Nurses, housekeeping staff and front office staff.
- Daily monitoring of critical cases and reporting.
- Maintain HR related jobs
- Conducting meeting with housekeeping staff and maintain checklist.
- Recommends conduct programs by training team to staff and marketing activities.
- Brand building activities with media, sponsors, and government and private agencies.
- Strategic Business Planning & Implementation. Introducing new marketing Concepts.
- Motivate marketing executive, front office executive for achieving target.

### **Senior Admin Executive**

Kites Training Academy Kollam

May 2013 to February 2014

Responsible for preparing purchase orders and chasing outstanding accounts,

Conducting meeting for budget prepare,

- Worked to improve overall office productivity,

- petty cash prepare, worked to streamline flow of interoffice communications,
- arrange seminars for the center,
- Time management,
- Develop ,maintain and track numerous spreadsheets that monitor daily performance, delays and base organization. Maintain files, bulletin boards, personnel files, and other information distribution systems as directed.
- Maintain, track, and manage documents, files, forms and approved vendors list.
- Assist in tracking and coding of department invoices and expense reports. Plan and organize meetings, forums, and other events for the department.
- Produce weekly statistical dashboard and headcount reports consisting of detailed team roster

### **Accounts Trainee**

M/s ISSAC & SUDHAKAR, Chartered Accountants

April 2007 to March 2008

- Preparation of Balance Sheet, Profit & Loss Account,
  - Income & Expenditure, Bank reconciliation Statement, Billing etc.
  - Auditing of Firms, Companies, Charitable institutions,
- Trusts & Educational Institutions using accounting software's like Tally, and MS Office.

### **Accounts Executive**

TAXATION CONSULTANCY CENTER

March 2006 to April 2007

- Preparation of Balance Sheet, Profit & Loss Account,
- Income & Expenditure, Receipts & Payment Account, Trial Balance,
- Bank reconciliation Statement, Maintaining inventory.
- Maintaining accounts in ERP, Tally 9.
- Preparing debit note and credit note. E-file, Preparing daily voucher.

### **DECLARATION:**

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

## **Education**

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### **Bachelor in Law**

University of Kerala, Kerala Law Academy Law College - Thiruvananthapuram, Kerala

2010 to 2013

### **MBA**

Periyar University, Avs College of Arts and Science - Salem, Tamil Nadu

2008 to 2010

### **Bachelor in Commerce**

University of Kerala - Thiruvananthapuram, Kerala

2003 to 2006

### **Plus Two in Higher Secondary Education**

Concordia Lutheran Higher Secondary School

2001 to 2003

## **Leaving Certificate in COMPUTER MANAGEMENT**

Pattom St. Mary's higher secondary school - Thiruvananthapuram, Kerala  
2001

### **Skills / IT Skills**

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- Tally ERP
- HR Co-ordinations
- Administration
- Employee Engagement, Induction.
- Stock Management
- Complaints Resolution