

AYYAPPANKUTTY. K

Address: Kailasa Mandiram,
Karumkulam,
Trivandrum, Kerala
PIN - 629526



Languages: English, Malayalam & Tamil

Tel No: +91 9447993993

Email: kutyayyappan@gmail.com

Career Objective: To have a challenging opportunity in the field of Financial Management and administration in a well-esteemed organization that will allow me to improve my skill set.

Major Strengths:

- Ability to manage people and complete responsibilities on time.
- Ability to take decisions without being impulsive.
- Belief in teamwork

EXPERIENCE

Thomas Hotels & Resorts, Poovar
Unit: Estuary Island
Finance Department

From: April 2008 – 2nd May 2018.

Role: Accounts Manager

Jan Shikshan Sanathan (Sponsored by MHRD, Govt. of India)
Finance Department

From: 2001 - 2008

Role: Accountant

M/S. Sree Bhavani Commercial Enterprise (P) Ltd

From: 1989 - 1994

Finance Department

Role: Accounts Assistant

Job Description:

- ✓ Income Auditing
- ✓ Preparing Month End Reports and MIS reports.
- ✓ Debtors follow-ups and communication
- ✓ Preparing Statutory Works (PF and ESI)
- ✓ Preparing GST and TDS statements.
- ✓ Reconciliation (Bank and Creditors, Debtors etc)
- ✓ Accounts Receivables and Payables
- ✓ Performed General Administrative Works and PRO related works
- ✓ HR Related Works

GENERAL INFORMATION**EDUCATION**

- ✓ **MBA** from Madurai Kamarajar University (2003-2005)
- ✓ **PGDCA** from Manonmaniam Sundarnar University (2002-2003)
- ✓ **Bsc. Maths** from Scott Christian College (1986-1989)

Personal Details

Date of Birth	: 01.06.1968
Fathers Name	: C. Krishna Pillai
Address	: Kailasa Mandiram Karumkulam Pulluvila P.O, Pincode: 629526 Trivandrum Dist.
Marital Status	: Married

CERTIFICATION

- ✓ Post Graduate Diploma in Computer Application

PROJECT

“A Study on the Finance Management / Human Resource in Jan Shikshan Sansthan and the
Social Net Work with Special Reference to Kottayam District”

COMPETENCES

Computer Skills

- ✓ Ms Excel
- ✓ Ms Word
- ✓ Ms Outlook
- ✓ Internet
- ✓ WinHms

INTERESTS & HOBBIES

- ✓ Travelling
- ✓ Listening to music
- ✓ Watching movies

MOBILITY

- ✓ Willing to travel.

REFERENCES

- ✓ Will be available upon request.

DECLARATION

I hereby declare that the information furnished above is true to that of my knowledge and belief.

Place: Karumkulam

Signature

Date: 27.05.2019