

AMAL S

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Ambili Mandiram Arackal, Edayam Post, Kollam, Kerala 691532



Objective

I am a highly driven recent business school graduate seeking a full-time position in administration or finance where I can lend my knowledge of market analytics to help your organization improve profitability.



Experience

Timesworld Media and Technology Solutions Pvt Ltd, Technopark, Trivandrum

Jan 2020 - Apr 2020

HR & Accounts Officer

Duties and Responsibilities

1. EPF, ESIC, LWF, WPS and other labour welfare documentation and filing
2. Payroll Management
3. Attendance and Leave Management
4. GST, TDS, Softex filing and documentation
5. Administering welfare policies for employees
6. Preparation of HR policies
8. Asset and Wealth Management
8. Handling day today office tasks such as filing, generating reports and presentations, settings up for meetings and recording supplies.
9. providing real-time scheduling support by booking appointments, vehicles, other gadgets and preventing conflicts.
10. Screening phone calls and routing callers to appropriate party.
11. Greet and assist Vistors
12. Providing administrative support and managing the queries of employees and other stakeholders.
13. Management of petty cash and reconciliation management
14. Schedule in-house and external needs
15. Communication with Technopark park centre authorities.
16. Arrangements of office necessities
17. Distribution and store correspondence
18. Employee onboarding and orientation programme
19. Scheduling company calender and timely updation, organising special functions and events
20. Coordinating building and maintainance(repairs),Hiring maintenance vendors for replacing or repairing office equipments
21. Internal Audit and preparing office policies
22. Supervision of Housekeeping staffs
23. Preparation of expense report and office budget

Ivanios College Punalur

August 2019 - December 2019, May 2020- Present

Finance Officer cum Training Officer

Duties and Responsibilities

1. EPF, ESIC, LWF, WPS and other labour welfare documentation and filing
2. Payroll Management
3. Attendance and Leave Management
4. GST, TDS, Softex filing and documentation
5. Administering welfare policies for employees
6. Preparation of HR policies
8. Asset and Wealth Management
8. Handling day today office tasks such as filing, generating reports and presentations, settings up for meetings and recording supplies.
9. providing real-time scheduling support by booking appointments, vehicles, other gadgets and preventing conflicts.
10. Screening phone calls and routing callers to appropriate party.
11. Greet and assist Vistors
12. Providing administrative support and managing the queries of employees and other stakeholders.
13. Management of petty cash and reconciliation management
14. Schedule in-house and external needs
15. Communication with Technopark park centre authorities.
16. Arrangements of office necessities
17. Distribution and store correspondence
18. Conducted training programmes for students for the subjects Part time Job, Logistics, Business Development and Business Analysis
19. Conducted Faculty development programmes for Assistant Professors

Ammas Group Friends Caters and Restaurants Trivandrum

Jan 2017 - Jul 2019

Administrative Officer cum Finance Manager

Duties and Responsibilities

1. GST, TDS, ITR documentation and filing
2. Processing of sales invoice
3. Providing financial information and deducing the repercussions for business performance and funding needs
4. Prepare monthly accounting reconciliations
5. To ensure the financial rules of the company that employs them are followed
6. Directing the preparation of financial reports summarising and estimating the organisation's financial position such as income statements, balance sheet and analyses of future earnings and income.
7. Project Management
8. Internal audit, petty cash management and reconciliation
9. EPF, ESIC, LWF, WPS documentation and filing
10. Quality administration and asset management
11. Assessing employee requirements and follow-up
12. HR policy formulation and implementation
13. Organising meetings and conferences with government and other parties.
14. Payroll Management
15. Customer Relations
16. Employee Welfare Measures
17. Industrial dispute resolution
18. Attendance and Leave Management
19. Production coordination
20. Quality Management (Production)
21. Handled training for business development for sales and marketing staffs
22. Operations Management
23. Supplier Relations
24. Purchase/ Procurement and Inventory management



Education

Institute of Cooperative Management Poojappura (University of Kerala) (A TIRE 3 National Institute Under Ministry of Agriculture and Farmer's Welfare, Govt of India and NCCT New Delhi)

2019

MBA (Finance & Marketing)

71%

IAT Professional Campus Kottarakkara (University of Kerala)

2017

B.Com(Taxation, Law & Accounts)

57%

Institute of Cost Accountants of India

2017

Certificate in Accounting Technician

81%

Institute of Chartered Accountants of India

2016

Information Technology Training

Govt.HSS Anchal West

2014

Plus Two(Bio Maths)

86.4%

Thadicadu VHSS & HSS Thadicadu

2012

SSLC

86%



Skills

Labour & Industrial Laws

Computer Knowledge(MS Word, Excel, PowerPoint)

GST & Taxation

Analytical and Presentation Skill

Management and Leadership skills

Problem Solving Skills

Leadership Skills

Brand and Product Management

Training and Development

Team Development and Coordination

Strategic Planning and Implementation

Handled many Industrial Disputes



Internships

- Muthoot Fincorp Ltd. HO Trivandrum
HR Intern
(As a part of MBA Curriculum)
- Times of India, Trivandrum(Bennett and Colman Co. Ltd)
Marketing Intern (Excellent Performer)
(Two Months Summer Internship Marketing Programme from April 2019 to May 2019)



Projects

- A Study on Working Capital Management at Kerala State Handloom Weaver's Co-operative Society Ltd.(Hantex)



Online Diploma

- Edapt Nano Diploma in Commerce



Online Certifications

- Certificate in Stock Market Investing
- Certificate in Introduction to Finance
- Certificate in Digital Marketing
- Certificate in Sharing Economy
- Certificate in Libra(New Global Payment System)
- Certificate in Waste Management
- Certificate in Cryptocurrency
- Certificate in Future of Healthcare



Research Experience

- Assisted to Dr.R.Jayalakshmi (Lecturer and Placement Director of Vaikunt Mehta National Institute of Cooperative Management, Pune) in Data Collection and Research Analysis for Kerala for the topic "Consumer Co-operative Movements in India" a National Level Study Funded by Ministry Agriculture and Farmer's Welfare, Govt of India.



Activities

- Secretary at Aswamedham Arts, Sports and Welfare Society Arackal(Coordinating all Welfare and other society activities conducting for the benefits of rural public)



Publication

- Published "Financial Performance Analysis of Government Secretariat Staff Cooperative Society Ltd, Trivandrum" on Cooperative Management Journal
- Published "Financial Performance Analysis of Kerala State Transport Worker's Cooperative Society Ltd, Trivandrum" on Cooperative Management Journal



Achievements & Awards

- Got First Prize for Best Finance Management Team in National Level Management Events conducted by various B-Schools all over Kerala.
- Best/Excellent Performer at Times of India, Summer Internship Programme 2019(Marketing).



Language

- English
- Malayalam
- Hindi
- Tamil



Reference

Dr R Jayalakshmi - "Vaikunt Mehta National Institute of Cooperative Management ,Pune"

Placement Director

+91 94465 52711

Dr Ramkrishnan S - "Institute of Cooperative Management, Poojappura"

Assistant Professor

+91 94003 33004



Personal Details

Date of Birth : 28/10/1996

Marital Status : Single

Nationality : Indian

Father's Name : Sunil K

Mither's Name : Ambily A V

Religion : Hindu



Declaration

I hereby declare that the above mentioned details are true to my best knowledge.

AMAL S