SUBHA .M

Ananda Bhavan

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**Presently residing at Trivandrum**

**Career Objective**

I would like to take up any roles that would give me an opportunity to demonstrate my expertise that I have gained during my 21 years of work experience.

WORK EXPERIENCE

1. ACCOUNTS MANAGER in Megha Tours & Travels – 1 st December 2019 to 19 th March 2020.
2. HR/ADMIN EXECUTIVE in Bictree (Advertising firm) Trivandrum 9 th September 2019 to 12 October 2019.

My responsibilities included the following:

1. Performance Appraisal of all staffs
2. Maintenance of Attendance Register ( in Excel Sheet also)
3. Client Coordination
4. Supervision of the work of the Creative staff
5. Office Administration
6. Conducting daily meeting
7. Preparation of minutes of the meeting
8. Preparation of Work Assignment Book( in Excel Sheet also)
9. Maintenance of staff’s files
10. Entry of Work Order of Clients in Excel.
11. Accounting.
12. ACCOUNTS OFFICER in Thumpy Aviation Pvt. Ltd , Trivandrum 01 May 2019 to 18 June 2019

My responsibilities included the following:

a) Accounting

b) Communication with the Clients

1. Bank Reconciliation
2. Net banking for processing payments
3. Computation of Salary & wages of employees
4. Responsible for handling Accounts Payable & Accounts Receivable
5. General Ledger Accounts with Tally ERP9
6. Updation of Accounts Receivable and issue of Invoices
7. Updation of Accounts Payable and perform reconciliation
8. Issue of cheques to Clients and Salary of Staffs (RTGS & NEFT)

k) Checking of Company’s e- mails

l) Updation of Cheque Register

3. TEAM ( Tax Consultancy) , Trivandrum in 21 June 2018 to 30 April 2019

My responsibilities included the following:

a) Office Administration

b) GST e- filing

c) Auditing

d) Accounting of various clients

4. **Asst. Manager (Fin & Adm.n) in Decorient Architectural Accessories & Interiors Pvt. Ltd, Trivandrum**

**23 Feb.2017 to 07 Feb. 2018**

**W**orked as Assistant Manager (Fin& Adm.n). My Responsibilities included:

1. Administration
2. Visit of the other Division
3. Communication with clients
4. Verification of Party’s Contract Receipts & Payments
5. Accounts Supervision
6. Accounting (Tally ERP 9 & FINAC)
7. Finalisation of Accounts
8. Service Tax
9. Sales Tax
10. TDS
11. e- filing
12. Maintenance of Cheque Register
13. Daily Checking of Company’s Net banking
14. Bank Reconciliation
15. Preparation of Manual Ledger
16. Preparation of Cash Book ( Manual & in Computer)
17. Visit at the Excise & Customs Office.

5. **Accountant in CA Firm RAVI & SABIN (Chartered Accountants) 17 Mar. 2014 to 17 Feb.2017**

My Responsibilities included the following:

1. Communication with Clients
2. Preparation of Party Ledger
3. Preparation of MIS
4. Accounting
5. Internal Auditing
6. Finalisation of Accounts
7. Sales Tax

6. **ACCOUNTS TRAINEE in CA Firm IYER & NAIR (Chartered Accountants), Trivandrum 12 July 2011 to Sep. 2013**

My Responsibilities included as following:

1. Office Administration
2. Communication with Clients
3. Accounting
4. Auditing
5. Finalisation of Accounts
6. ESI

7. **ASSISTANT ACCOUNTS OFFICER in GG HOSPITAL , Trivandrum 09 Dec. 2006 to 15 Oct.2010**

My Responsibilities included the following:

1. Accounting
2. Internal Auditing
3. Finalisation of Accounts
4. ESI
5. Loan sanctioning to Employees
6. Visiting bank
7. Physical stock verification of Medicine
8. Verification of Purchase bills entered in computer
9. Checking of Postage
10. Checking of Patient Complaint Register and sending the concerned staff for rectification
11. Preparation of MIS

8. **CLERK in GG Hospital , Trivandrum 11 Feb.1999 to 08 Dec 2006**

My Responsibilities included:

1. Dispensing at Pharmacy
2. Preparation of Discharge Bills
3. Registration of Out Patients & In Patients
4. In charge of Stationery items

I have started my career in GG . Hospital in February 1999 as a clerk.

In the year December 2006 I got an entry in the Finance Department as a Junior Accountant. And at the time of Closure of the Hospital in October 2010 I was serving as the Assistant Accounts Officer.

**ACADEMIC BACK GROUND**

* Bachelors Degree in Commerce (Calicut University)
* Master of Commerce (Calicut University)
* Master of Business Administration (Finance)( IGNOU)
* Post Graduate Diploma in Human Resource Management ( IGNOU)

**ADDITIONAL QUALIFICATION**

**BASIC, COBOL, d BASE, LOTUS 123, TALLY ERP (9), MS WORD, EXCEL etc**

**PERSONAL PROFILE**

**Name of Father : Dr. N. Mukundan**

**Date of Birth : 08.05.1968**

**Place : Trivandrum**

**Date : 16.11.2020**