**CURRICULUM VITAE**



**Stalin**

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**OBJECTIVE**

**A Finance and Management graduate seeking a challenging and responsible designation in an organization that offers excellent learning opportunity and advancement.**

**EXPERIENCE**

**Currently Working as Quality Head (Centum Learning India Pvt Limited , Government Project (DDUGKY)**

**Responsible for entire quality control.**

**Job Profile**

* **Checking the entire quality of the Centres according to the Standard Operation procedure.**
* **Supervising and coordinating activities of staff**
* **Orientation programm for new employees**
* **Interviewing new employees**
* **Involved in staff training and their development**
* **Staff assessment and helps them in their promotion and increment.**
* **Achieving the sales target through mobilization of students**
* **Submitting the report to Central government.**
* **Auditing of the training centres.**
* **Auditing of the equipments provided to the students according to Standard Operation Procedures.**
* **Auditing of the CCTV footages.**
* **Verification of the registers.**
* **Entire control in utilization of the finance.**
* **Creating report that can provide information on business activity. Reporting may be of daily, weekly or monthly. Report may include data, graphics, chats, pivot tables, etc.**
* **Preparing financial statement which includes sales, marketing, purchase order, promotion and other relevant stuff.**
* **Analyzing company performance on a quarterly, half-yearly or yearly basis. This helps management for further decision making process**
* **Submission of the report to VP**
* **Analyse whether the TA DA is properly disbursed to trainees**
* **Assisting National Rural Development Officer in Auditing.**
* **Maintaining stock of entire centres in Kerala**
* **Stock register verification**

**Commercial Manager in Reliance Digital (2013 January 14 – June 18th)**

**Responsible for entire financial and accounting activity taken place in a store.**

**Job profile**

* **Check the daily expenditure.**
* **Proper maintenance of vendor invoicing.**
* **Analyzing the Opening and Closing Balance.**
* **Maintaining the utility expenses.**
* **Checking the various finance offers to customers.**
* **Posting of cash to bank and maintaining it in SAP.**
* **Verification of the travelling expenses meet by the sales person**
* **Analyzing the various discounts given to the customers.**
* **Presenting the sales report to the Cluster Manager.**
* **Maintaining the entire store function in SAP through the process called EOD**
* **Analysis of financial data and dissemination of report as per management request (MIS reporting)**
* **Coordinating in sales**
* **Preparing the individual reports of each salesman and submitting it to Manager**
* **Helps in promotional activities**
* **Interviewing new employess**
* **Helps in staff training by the way increasing their quality.**
* **Reconciliation of payments.**
* **Providing business report on monthly basis**.
* **Assisting auditors by providing data/reports as required by them**.
* **Self Auditing**
* **VAT Calculation**
* **Maintaining Day book,**
* **Bank Reconciliation**
* **Finalization of accounts , Payroll calculation**
* **Creating report that can provide information on business activity.**

**Take Over Manager in Secure Investments Pvt Ltd, Thrissur. 2009-2010**

**Corporate Agent for Kotak Mahindra Life Insurance Ltd**

**Responsible for generating sales and providing the accounting report to Branch Manager**

**Job Profile**

* **Motivating the team members in all the sense**

* **Presenting various tips to team members**

* **Maintaining the Accounting reports**

* **Handling the customer problems**

* **Analyzing the overall performance of a individual.**

* **Maintaining Cash book**

* **Handling petty cash vouchers.**

**5 months experience in Hedge Equities (Online Department) as Relationship**

**Manager during (PROJECT PERIOD)**

**Responsible for generating sales through Selling Demat Account**

* **Relationship manager Online trading department**

* **Direct selling of demat accounts**

* **Solving the customer problems**

* **Analysis of various mutual fund schemes**

* **Checking the performance level of mutual funds**

* **Analyzing the bulls and boom in the stock**

**ACHIEVEMENTS**

* **Membership in Young India, Coimbatore**

* **Blood donation wing Thrissur district secretary**

* **President of Catholic Life Centre**

* **College football team member**

* **College Cricket team member**

**ACADEMIC DETAILS**

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| --- | --- | --- | --- | --- | --- |
| **SL.NO** | **COURSE** | **INSTITUTION** | **UNIVERSITY/BOARD** | **YEAR OF**  **COMPLETION** | **PERCENTAGE**  **OF MARKS** |
| **1** | MBA  FINANCE | Happy V  alley Business  School | Anna University of Technology | 2012 | 80% |
| **2** | BBA | Don Bosco  College,  Mannuthy | Calicut University | 2009 | 70% |
| **3** | HSC | St.Thomas  CGHSS,  Thrissur | Government of Kerala | 2006 | 81% |
| **4** | SSLC | St,Joseph’s  HSS, Thrissur | Government of Kerala | 2004 | 64% |

**PROJECTS AND INTERNSHIP**

* **Study on “Customer Perception About the Products” during the period June 2011July 2011 at Manjilas Food Tech Pvt Ltd**
* **Organization Study at Kalliyath TMT Steel Bars**
* **Performance Evaluation of Different Mutual fund Scheme At Hedge Equities Limited from the period December 2011-June 2012**

**STRENGTHS**

* **Good communication skills.**

* **Good analytical skills**

**.**

* **Very energetic, organized and focused**

* **Team player qualities.**
* **Good presentation skills.**

* **Good networking ability**

* **Learning skill**

**COMPUTER PROFICIENCY**

* **Proficient in Microsoft Office (Word, Excel, PowerPoint, Access)**

* **Knowledge in:**
* **Tally ERP**
* **Internet and Email**
* **SPSS**
* **SAP Function**

**HOBBIES**

* **Reading,**

* **Listening Music,**

* **Playing**

* **Travelling**

**CERTIFICATIONS**

* NCFM Certificate (Capital Market Module)

* Professional accounting certificate (Institute of Professional Accounting)