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| C:\Users\home\Desktop\39713.jpg  **SARATH**  **Email**  [**SARATH.361506@2freemail.com**](mailto:SARATH.361506@2freemail.com)  **(Total Experience: 8 Years)**    **Personal Data**  Date of Birth : 10.09.1987  Sex : Male  Nationality : Indian  Marital Status : Single  **Languages**  Reading  **:** English, Hindi,  & Malayalam  Writing : English, Hindi, & Malayalam  **Passport Details :-**  Date of Issue : 22/12/2010  Date of Expiry : 21/12/2020 | PROFESSIONAL FIELDS  **for the post of administration & hr section**  CAREER OBJECTIVE To be associated with a progressive organization that gives scope to apply my knowledge and skills and to involve myself as part of the team that dynamically works towards the growth of the organization and to work as a key player in creative and challenging environment. QUALIFICATION   |  |  | | --- | --- | | **Qualification** | **Board/University** | | **M.B.A FINANCE & HR** | **M.G University** | | **BCOM WITH COMPUTER APPLICATION** | **Kerala University** | | **PLUS TWO** | **Kerala Board** |   TECHINCAL EXPERTISE MS Office 2007 such as MS-Word - (Perfect), MS-Excel - (Perfect),MS-PowerPoint ,Tally   SKILLS   * Excellent Communication & team work skills. * Self-correspondence – Handling correspondence of responsible matters. * Honest and sincere approach in duties and responsibilities. * Suits with timings and situations of work. * Ability to work for challenging assignments, sincere and confident. * Equally effective on self-managed projects as a team. * Dedicated, hard working, self-reliant and quick learning. * Willingness to use new technologies to the desired standard.     **CAREER OBJECTIVES:**  Challenging position in HR Back Operations, Payroll Processing, HR On boarding or General administration, with a strong desire to make a substantial and positive impact towards the success of the organization and my own career growth. To achieve a placement in any organization where with my talents, skills, ability and experience, I can dedicate myself to work. |

* prepare the reports about the performance of the bank for showing to the manager
* To motivate the employees after evaluating their performance
* Administration of various activities in co-ordination with Senior Management.
* Preparation of computer generated management and financial reports.
* Preparation of notification and escalation to ensure problems/request/issues are communicated effectively and receiving proper management attention.
* Prepare and consolidate Daily Reports, Activity Reports, Work Programmes, and Progress Reports etc....

WORK EXPERIENCE

* 1. **Company** : **MAJESTIC ADVERTISING, DUBAI-UAE**

Position :  **ACCOUNTANT GENERAL**

Period : March 2016 to Till

Nature of Duties : Preparation of Daily reports, Cash and Bank dealings, MIS & other Managerial Reports &Payroll.

* 1. **Company** : **MUTHOOT FINCORP LTD, PATHANAMTHITTA**

Position :  **BRANCH MANAGER**

Period : Nov. 2010 to March 2016

Nature of Duties : Preparation of Daily reports, Cash and Bank dealings, MIS & other Managerial Reports, Tax Computation, &Payroll.

**Company : MUTHOOT SECURITIES LTD**

Position : **HR assistant**

Period : April 2008 to 2010

Nature of Duties : To compile and process employee records. They prepare new and existing employees’ personal information, track their attendance and time off, compile salary and termination information and benefit programs. They store employee information confidentially and accurately in secured files and computer systems

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| **Declaration** |
| I hereby declare that the entropy acknowledged is precise to the best of my cognition and impression. I have not recouped any information that might reasonably be calculated to adversely impact my suitability for employment. |