Ginu

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Career Objective

Looking for the position of Accountant cum Admin Executive in a firm where I can use my skills and wide experience for the benefits of the company and to aim for my further growth.

Career History

A dynamic and sincere professional with good Accounts and Admin knowledge with a post graduate in Business Administration with 8+ years of experience in areas including Accounts, Payroll and Administration of **State Government Department (Kerala, India);** who is self-motivated to learn and add value to all stakeholders.

Employment History

**Period: Feb 2015 – May 2018**

**Post Held: Senior Admin/Accounts Executive | Public Works Department, Government of Kerala (PWD),**

**Responsibilities**

* Preparation of periodic income and expenditure account of various projects undertaken
* Posting of financial transaction by verifying the voucher and supporting documents
* Dealing with the preparation and submission of VAT returns on a monthly basis.
* Communicating financial issues to the head of the Department and staff, who are not related with financial dealings and keeping them in good understanding of the financial positions
* Assist Accounts Officer in preparation of budget.
* Assist concurrent auditors appointed by **State Government** by furnishing the required information and documents
* Preparation of periodic treasury reconciliation statement and submitting it to department head for review and sign-off.
* Verify payroll data generated from the system for absenteeism, deductions and addition/deletion of personnel
* Responsible for maintaining accurate and current employee information on the **State** **Government** online database portal.
* Handling various online software for Service and Payroll administration and Bill Information Management System
* Scheduling interviews, checking references and organizing background checks
* Compile Employee Reports, Process, Verify and Maintain Personnel Documentation, Maintain employee records (e.g. vacation and sick leaves), Prepare monthly compensation and attendance spreadsheets
* Update internal databases with new hires’ data (e.g. contact details and bank accounts)

**Period: May 2010 – Feb 2015**

**Post Held: Junior Admin/Accounts | Public Works Department, Govt. of Kerala (PWD). Responsibilities**

* Staff welfare and counselling, solve conflicts.
* Strategic personnel planning.
* Responsible for maintaining accurate and current employee information on the **State** **Government** online database portal.
* Handling various online software for Service and Payroll administration.
* Salary, compensation and benefits (comparison including research)
* Answer and direct phone calls & organize and schedule appointments.
* Write and distribute email, correspondence and forms.
* Assist in the preparation of regularly scheduled reports & develop and maintain a filing system.
* Prepare documents and reports on the computer (Word, Excel, etc).
* Take minutes at meetings & distribute minutes.
* Support manager in clerical and admin tasks.
* Compilation of data, statistics and other information to support research activities.
* Responsible for verifying contractor’s bill and invoices for discrepancies by checking mathematical calculations of Measurement Book with Bill of Quantity (BOQ)
* Maintained simultaneous control over documents pertaining to various public projects undertaken during the period
* Responsible for entering and updating contractor/vendor information on Government portal for generating vendor number as a process flow of awarding Government work orders
* Responsible for resolving various contractor queries/disputes on settlement of account as per the norms of Department.

Education

* Year 2016 - Post Graduate (Masters) degree in Business Administration (MBA), specialized in Finance from Bharathiar University, Tamil Nadu
* Year 2010 – Graduate (Bachelors) degree in Science (B.Sc.), specialized in Maths (Main), Statistics and Physics (sub) from Mahatma Gandhi University, Kerala
* Year 2007 – Passed as Maths topper in board examination for Indian School Certificate (ISC)
* Year 2005 - Passed as Maths topper in board examination for higher secondary education of Indian Certificate Secondary Education (ICSE)

Special Skills

***Personality -***

* Leadership.
* Problem Solving.
* Think Out-of-Box.
* Quality and Productivity Improvement.
* Public Relations.
* Planning.
* Conflict Resolution.
* Effective written and verbal communication skills
* Ability to work under pressure

***Computer & IT -***

* Microsoft Office™ (Word™, Excel™ PowerPoint™) Windows™
* Basic knowledge of programming languages including C, C++
* Adobe™
* Tally

***Language -***

* + English-Fluent
  + Malayalam, Tamil, Hindi
* Passed IELTS with scores of L-7.5, R-8.5, W-6.5 and S-6.5

**Other Information**

* Date of birth: 20-Jul-1989
* Visa Status: Visit Visa
* Driving License: Yes (Indian)
* Marital Status: Married;