

Assistant Manager with 5 years of experience in NBFC



ARUN

Ernakulam / Kochi / Cochin

14.1 Yrs experience

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SIVASAILAM ERNAKULAM
NORTH PO S R M ROAD

Cover Letter

Asst Manager with five years of accounting experience in leading NBFC in India. Overall supervision of Loan disbursement, Collection posting through bank and 3rd party product disbursement (PAN INDIA). Giving guidance to 11 team members and taking initiative to convert disbursement and collection processed through various banks..

Skills

Assistant Business
Manager



Careers

Oct 2013 - Till Now

ASSISTANT MANAGER ★

at MUTHOOT MICROFIN LTED

ERNAKULAM,India

Industry : NBFC

Job summary : Overall supervision of Loan disbursement, Collection posting through bank and 3rd party product disbursement. Giving guidance to 11 team members and taking initiative to convert disbursement and collection processed through various banks.

Jun 2007 - **Till Now**

ACCOUNTANT

at ALAPATT GROUP

ERNAKULAM,India

Industry : GOLD JEWELLERY

Job summary : • Verification of daily receipts and payment statement and also verification stock movement statement at Jewellery • E- return filing of VAT, PF , ESI • Monthly TDS payments and preparing TDS payment details for uploading to site • Maintaining Purchase and Sales Registers • Preparation of Salary statement and Sales incentive statement • Verification of physical stock • Verification of daily purchases and sales statement • Daily reporting to the Accounts Manager • Verification of different statutory payments and authorization • Managing Fixed deposit scheme and issuing monthly interest cheques • Bank reconciliation

Jan 2005 - **Till Now**

ACCOUNTS ASSISTANT

at KAILAS GROUP

ERNAKULAM,India

Industry : TRANSPORTING

Job summary : • Preparation Cash book • Bank and Cash transactions • Bank reconciliation • Collection of vouchers and entering into Excel sheet

Academic

2013

B.COM

From M.G UNIVERSITY with **53** Grade / Mark(%)

Training & Certificates

Place : Ernakulam / Kochi / Cochin

Date : 20-08-2019

ARUN

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