



# Sam Baby

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## EDUCATION

### B Com Computer Application

University of Kerala, Thiruvananthapuram

August 2001 -  
October 2004

## EXPERIENCE

### Assistant Manager Operations

Ellora Paints Pvt Ltd, Thevara, Cochin

January 2016 -  
January 2018

- Bank statement analysis, Reconciliation of accounts, Payment schedule discussion with MD. Payment related communication with suppliers and dealers, reconciliation of accounts. Verification of entries from depots, Creation, alteration of ledgers /entries if any. All Tally admin related activities like user creation, user rights control, alteration or cancelation purchase entries, price updation, Scheme updation, stock adjustment Journals & Tally auditing. Planning and streamlining processes to ensure smooth functioning of branch. Supervising customer service operations and providing first line customer support by solving issues. Formulating effective debt collection mechanisms and coordinating with collection executives for ensuring timely receipt of money from clients and recovery of bad debts. Handling additional responsibility of office administration, and statutory activities follow up and preparation of reports required by auditors and consultants. Monitoring Accounts Team's work chart.
- Achieved significant role on sales support managed a team of 14 sales executives across Kerala (1 on each district, healthy contact with dealers across the region, complaint booking and solving, heading MIS executive on preparing reports for management team, Heading Accounts team and interaction with Auditors and statutory departments.

### General Manager

Concept Holidays, Ravipuram, Ernakulam

July 2013 - December  
2015

- Concept Holidays a tour operating company deal with package tours, accommodation arrangements, air ticketing, vehicle rentals, corporate events etc. Responsibilities include meeting corporate clients, Negotiating tariff with Hotels, B2B Package quoting and Banking,

### Accounts and Admin Manager

Alpha Trade & Contracting, Salalah, Oman

October 2012 - April  
2013

- Daily books of accounts, billing, customer relation, Bank reconciliation, MIS reports, Wages & Salary preparation.

### Accountant

Symbiosis Centre of Health care, Symbiosis College, Pune

July 2011 - October  
2012

- Prepare books of accounts and reconcile on a monthly basis, Control accounts receivable and payable, Control purchase activities with budget,, Budget Preparation, Coordinate internal audit, vat and answer the queries of auditors, Payroll preparation of 140 employees on paywhizz software, Manage statutory Payments on scheduled date and Bank reconciliation.
- Recovered receivables of more than 5 crores in 4 months, Cleared payment of 2 crores ( long term pending), discovered bank discrepancy on bank charges through reconciliation and recovered from bank, Achieved significant role on Budget preparation of 2012-13, Reduced overheads on stationery by communication and reporting through soft copies and mails as much as possible.

### Sales Floor Manager

DSG Ireland PLC, Dublin, Ireland

February 2007 -  
February 2011

- Manage Shop floor, Customer support, Oversee merchandising, Cash office Management, duty roaster, training staff, and promoting extended warranty, improving sales and monitoring stock levels.

**Factory Accounts (Manager in charge)**October 2004 -  
November 2006*Orbit Multitech Pvt. Ltd, Bangalore*

- Daily books of accounts, billing, Bank reconciliation, raw material Purchase, Production Planning, Wages & Salary preparation.

**Accounts Manager**July 1999 -  
September 2001*Kitab Mahal Distributors, New Delhi*

- Day to day accounting, Billing, Booking VPP, reconciliation, stock updation, Price updation.

**Accounts Assistant**June 1996 - June  
1999*Bansal Agencies Corporation, Delhi*

- Book keeping Manual and computerized, Daily banking, Bank reconciliation, C' Form collection and filling registers.

**SKILLS**

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<i>Tally ERP</i>	Administrator, Audit, User Control, Customisation, GST Compilation, Schemes, Price, Stock Updation.
<i>Microsoft Office</i>	Word, Excel ( V'Lookup, Pivot table), PowerPoint
<i>Internet</i>	Email, Outlook & Domain controls
<i>Paywhizz</i>	Payrol Software
<i>Technical</i>	Basic Troubleshooting of Computers, software installation.
<i>Languages</i>	English, Hindi, Malayalam.