**Shihabudhin P N**

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**Seeking Middle level assignments in General Administration /Finance & Accounts / Operations Management with an organisation of high repute.**

**CAREER OVERVIEW**

* **Presently working with Planet Cast Media Services Ltd As Asst Manager - HR & Administration.**
* Hands on experience in all facets of Administration, Accounting, Purchase; in depth knowledge of financial accounting using SAP & Tally.
* Highly able in handling relationships for running successful business administration & developing procedures / service standards for business excellence
* Proficiency in managing financial accounting, preparing ledger books, bank reconciliation statements and finalizing accounts.
* Demonstrated abilities in completing audit assignments within time frame and calendar schedules while handling multiple tasks.
* Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills.

**CORE COMPETENCIES**

**General Administration**

* Selecting and developing vendors for meeting various facility requirements of organization; handling bills of various vendors and ensuring smooth payments for the same.
* Coordinating and performing a range of staff as well as operational support activities for the unit; serve as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems
* Responsible for contacting customers regarding account collections and past due accounts.
* Scheduling and coordinating all Trainings, Meetings and Workshops: inclusive of organising the Event, Food & Beverages, Room setups, Audio Visuals and Entertainment &; travel and general logistics arrangements. Ensuring that all meetings and workshops flow as per schedule and within budget.
* Provides Executive support for a wide range of high level meetings including providing infrastructure and administrative inputs.

**Finance & Accounts**

* Handling end of month tasks such as bill processing, expense accruals and analysis.
* Assisting Accounts team in reconciliation& coordinating with corporate office for Bank Reconciliation.

**CAREER CONTOUR**

* **Planet Cast Media Services Ltd as Asst Manager - HR & Administration.**

**(28th June 2010 to Till Date)**

* Managing 24/7 operations of Teleport facilities which includes general admin tasks and staff welfare measures.
* Managed contracts, contractors, and procurement functions and provided support for the facility’s budget.
* Maintained and operated the facilities – Managed resources including budget, staff, contractors, consultants and finances.
* Handling and managing statutory compliances for the entire Kochi office.

***Key Activities:***

* Performed short term and long term planning for the property.
* Supervised development/monitoring of facilities maintenance program.
* Directed all activities relating to contracted facility services, including but not limited to technical reviews, materials, equipment and product requisitions.
* Ensure adherence to administrative guidelines and policies of the company.
* To supervise the renovation of office and regular maintenance of office infrastructure by identifying areas that needs attention.
* Upkeep of confidential documents and report.
* To ensure the timely supply of stationery & equipment from vendors.
* To ensure timely completion of renovation work without obstructing routine office work.
* Responsible for timely renewal of AMC & FSMA contracts of office equipments.
* Procurement of materials and equipments as per guidelines of the Company.
* Responsible for selection & negotiation of vendors for various purchase activity &for Facility related services i.e. Housekeeping, Cafeteria, Security, Daily wages Labour & General Duty Staff.
* Responsible for Maintenance of DG support
* Responsible for raising Purchase Request & Purchase Order for purchase activity.
* Responsible for transportation and hotel arrangement for visiting guest & officials.
* Responsible for providing induction regarding to office administration for new joiners.

**Statutory Activity**:

* Responsible for Coordination with Customs, Commercial Tax, Labour office.
* Responsible for on time renewal of various licenses from Labour office, Panchayath office and Inspectorate renewal and other taxes relating to the office.
* Responsible for submission of various bonds to Commercial Tax & Customs offices.

**Human Resource**

* Coordinating and supporting HR activities like interviews, new joining, and attendance maintenance & exit formalities. Managing employee queries related to admin and providing solutions.
* Responsible for selection of suitable candidates for front office, general duties & housekeeping staff.
* Responsible for training of newly inducted assistants & other staff.
* Responsible for checking of time sheet for front office staff.
* Responsible for sorting out & checking the issues relating to bio metric reports.
* To process all documents during induction & separation, arranging for final settlement and all related documentation.

**Accounts & Finance**

* Planning & budgeting for all Infrastructure maintenance.
* Responsible for handling accounts at office and day to day handling of office cash etc.
* Control, monitor/verification of various claims and vouchers and payment of the same by cash/cheque.
* Preparation and submission of Monthly & yearly Accounts / Reconciliation Statement to Accounts Department.

**Other Responsibility**

* Liaison with Governmental Organizations i.e. KSEB, Water Authority, Telephones, Pollution Control Board.
* Responsible for coordination with local body member.
* Responsible for data analysis related to EHS activity.
* Responsible for preparation of presentation material for meetings and seminars.
* Ensures incoming goods reach the concerned department , maintains the register & ensures invoices are signed off by concerned persons.

**August 2006 – Jan’10 with Reliance General Insurance, Kochi as Accounts Executive.**

**Assisting Regional Accounts Manager in:-**

* Petty cash accounting of Regional office and Branch offices
* Coordinating with regional and branch employees for employee reimbursement processing by strictly following the HR policies of the company.
* Processing of vendor, claims and commission payments.
* Coordinating with corporate office for Bank Reconciliation.
* Assisting the Regional Accountant in reconciliation of Customer control a/c, Refund premium a/c, Collection Suspense a/c and CD a/c.
* Monitoring of vendor and customer account balances periodically; maintaining proper filing of all vouchers and thereby minimizing audit queries.
* Ensure compliance with accounting deadlines.

**Jan’06 – Aug’06 with Rajith & Maju, Chartered Accountants**

**As Audit Assistant**

* Prepared Day Book, Cashbook, Ledger, Journal Register, Sales & Purchase Register of various clients.
* Looked after reconciliation of financial records with general ledger.
* Prepared payroll and conducted statutory Audit of Companies, Banks & Societies, etc.
* Conducted Internal Audit of Companies, Banks, Educational Institutions & Societies and Stock Audit of various Banks.
* Worked as a member of Internal Audit Team at Coir Board Ernakulam.
* Worked as a member of Internal Audit Team at Reliance General Insurance

**EDUCATION**.

* B.Com. from MG University in 2005
* M.B.A from Annamalai University ( Currently Pursuing)

**IT COURSE**

* Diploma in Computerized Financial Accounting, which includes Tally 6.3 and M/S Office (Word, Excel & PowerPoint) from Kerala State Reprographic Centre.

**ACHIEVEMENTS**

* Absorbed by Reliance General Insurance Co Ltd as Accounts Executive.
* Regional Administration Manager (in charge)(01.06.2008 to 05.02.2010)

**PERSONAL DETAILS**

Permanent Address : Panamkulangara House, Masjid Bye Lane 1, Puthukalavattom, Elamakkara P O, Ernakulam 682026 .

Date of Birth : 15th June 1983

Nationality : Indian

Marital Status : Married

Languages Known : English, Malayalam & Hindi.