

**MIDHUN K.MUKUNDAN**

Kalathuparambil House,
Vadakkenirappu P.O
Njeezhoor, Kottayam
Dist Kerala
686612 Pin

E-mail : midhunmukundan1@gmail.com

Mob : +91 9946061179, +91 8943466645

WORK EXPERIENCE

Organization: The Leaf Munnar Resort, Munnar- Idukki

Designation: Assistant Accounts Manager cum Assistant Admin (August 2017- to March-2020 and January-2021 to Still continue.)

RESPONSIBILITIES

- Managing the general accounting functions.
 - Finalization works includes ledger Scrutiny / Balance Sheet /Profit and Loss Accounts.
 - Coordinating with Internal Auditor as well as Statutory auditor for any Audit queries and information.
 - Verification of stock records of goods.
 - Handling Purchase Department and Generating the Purchase Order.
 - Accounts payable and Accounts receivable, check and verification of Purchase & Expenses bills and pass the JV.
 - Handling cash receipts and payment. Funds Management / Offline Payment (manual demand draft, NEFT & RTGS / Vendors etc.)
 - Checking Bank receipt from Travel Agents and Acknowledgement through Email.
 - Assist in Calculation of GST and TDS Liabilities.
 - Assist in preparation of monthly Income and expenditure.
 - Assist to Undertaking reviews of wages.
 - Review and verify Invoices and check request, checking & verify Creditors Bills with supporting documents & PO/WO, process for payment Requisition, make payment entries, monitor accounts to ensure payments are up to date, maintain vendor files, resolve internal auditors queries respective transaction, assist with month end closing, Reconcile accounts payable transactions.
 - Conducting monthly review of vendor line item and following up for the same if requires keeping payable in control, data entries of Contractors bills and Material bills.
 - Assist in the preparation of asset, liability and capital account entries by compiling and analyzing account information
 - Protects organization's value by keeping information confidential. Maintaining accurate records.
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- Tally ERP.9, Tally Prime(Gold), Microsoft Office, Internet
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TOOLS**REFERENCE****Ajo Jose**

The Leaf Munnar Resort, Munnar

Finance Manager

+91 9847978387 / +91 7558888675

ajojose44@gmail.com

EDUCATIONAL QUALIFICATION

- M.com Finance with 65% Mahatma Gandhi University -2019 Mar kuriakose college Puthuveli,Kottayam,Kerala
- B.com Computer Application with 68% Mahatma Gandhi University -2014 Ettumanoorappan college Ettumanoor, Kerala
- Higher Secondary with 71%, 2011 - V.B.S.N.H.S.S Njeezhoor (*Kerala State Board*), Kerala
- Matriculation with 66%, 2009 - V.B.S.N.H.S.S Njeezhoor (*Kerala State Board*), Kerala

PERSONAL PROFILE

Name : Midhun K Mukundan
Father's Name : Mukundan K K
Gender : Male
Date of Birth : 13th October 1993
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi, Tamil and Malayalam
Computer Skills : MS Windows (XP, Vista, 7 and 8), MS Office, Tally
Passport number : R 0518314

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am aware that in case I have given wrong information or suppressed any material fact or factual information; my candidature will be rejected without any notice or reasons.

Place : Njeezhoor, Kottayam

Date :

(Midhun K Mukundan)