

**MIDHUN K.MUKUNDAN**

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

E-mail : [midhunmukundan1@gmail.com](mailto:midhunmukundan1@gmail.com)

Mob : +91 9946061179, +918943466645

---

**WORK EXPERIENCE**

**Organization: The Leaf Munnar Resort, Munnar- Idukki**

**Designation: Assistant Accountant (August 2017- to December-2018),**

**Senior Accountant cum Assistant Admin (January-2019 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 & POWO, 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.
- 

- Tally ERP.9, Tally Prime(Gold), IDS, Microsoft Office, Internet
- 

**TOOLS****REFERENCE****Ajo Jose**

The Leaf Munnar Resort, Munnar  
Finance Manager

+91 9847978387 / +91 7558888675

[ajojose44@gmail.com](mailto:ajojose44@gmail.com)

---

---

## EDUCATIONAL QUALIFICATION

- M.com Finance with 66% 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 70%, 2011 - V.B.S.N.H.S.S Njeezhoor (*Kerala State Board*), Kerala
- Matriculation with 67%, 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 : 13<sup>th</sup> 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, IDS  
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 )**