

## CARRICULAM VITAE

THIRUMALAI KUMAR. M

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### PERSONAL PROFILE

- I have completed my BBA with 12 years experiences.
- 10 years experiences in **MuthootFincorp** (Non-Banking Financial Process)
- 1 years experiences in **JK Enterprises**
- 1 years experiences in **Sri ViveghaEngg Pvt Ltd**

### WORK EXPERIENCES

June 2009 – 2021.

**MuthootFincorp** (Non-Banking Financial Process)

Branch Manager

**Serndamaram, TN, India**

- Executing loan origination process that includes ordering preliminary title reports and credit reports.
- Maintaining data confidentiality and updating secure banking systems
- Preparing financial reports for customers and managements.
- Monitoring junior staff employees on customer service and sales techniques.
- Monitored and tracked suretiestransactions, fund transfers, margin accounts and option trading.
- Researched banking guidelines and statutory requirements to stay updated on new laws and applications.
- Accurately handed money and maintained all goals.
- Direct financial audit and provide recommendations for procedural improvement.
- Work with department heads and staff to develop operating procedures as it relates to finance.
- Manage the close process (monthly, quarters, year-end)

- Manage day-to-day accounting department operations for multiple entities.
- Develop and maintain accounting policies, procedures and internal controls.
- Full charge for monthly and annual financial closing process.

June 2007 to Dec 2008

**JK Enterprises**

Accounts Asst

**Chennai, TN, India**

- Preparing of monthly payroll and administrating staff holidays and absences.
- Daily bookkeeping and accounting processes including pay roll, bank reconciliation
- Execute monthly pay roll activities
- Receive and deposit all revenue.
- Prepare monthly and quarterly financial reports, budget Vs actual reports and grant specific financial reports.
- Monitor billing for compliance with all internal policies
- Financial reporting and other administrative requirements for management.
- Financial, reconciliation and reporting.
- Bank reconciliation and process payments.
- Report monthly sales revenue.
- Data entry and retrieval.

Aug-2006 to June 2007

**Sri ViveghaEngg Pvt Ltd**

Accounts Asst

**Coimbatore, TN, India**

- Dealing with sales invoices, income, receipts and payments
- Preparing statements showing income and transactions
- Preparing staff wages and managing claims for expenses
- Checking that company accounts are accurate and up-to-date
- Preparing of monthly payroll and administrating staff holidays and absences.

## **EDUCANAL QUALIFICATION**

**Bachelor of Business Administration, PGDCA**

## **Area of Intrest**

- **Accountant, Cashier, Administration, Store keeper.**

## **COMPUTER SKILLS**

- **Operating Systems : Microsoft Windows 98, 2000, ME, XP, VISTA**
- **Software Packages : M.S Word, Excel, PowerPoint, Outlook Express, Tally.**

## Personal Details

Father Name : T.Murugaiah  
Material status : Married  
Date Of Birth : 06.05.1984  
Sex : Male  
Languages known : Tamil, English, Malayalam  
Nationality : Indian  
Present Address : 26/61-B Katti vinayakar kovilst.  
MelaKadayanallur,  
Kadayanallur-627751.  
Tamil nadu, India.

## Passport Details :

Passport No : S1989637  
Date of issue : 14/06/2018  
Date of expiry : 13/06/2028  
Place of issue : Madurai

## Declaration

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Place :Kadayanallur

Date :

**(M.THIRUMALAI KUMAR)**