

# MIDHUN MATHEW

## MBA ( FINANCE & HR )



### EDUCATION

**Bangalore University-** St.George college of management & science

Graduated on - July 2018 -

Overall percentage - 68%

### **MBA -MASTER OF BUSINESS ADMINISTRATION**

SPECILIZATION - FINANCE & HR

Courses: Strategic HRM , International HRM, Talent and knowledge management

Indian financial system{IFS} , Corporate tax planning & management

Projects & operation management , corporate governance

**Bharat university** - Bharat university college

Graduated on july 2016

Overall paercentage-69%

B.COM - BACHELORS OF COMMERCE

### PERMANENT ADDRESS:

THUNDIYIL LITTLE FLOWER H  
NEDUMANAL, KUMBAZHA { P.O}  
PATHANAMTHITTA , KERALA  
PIN CODE .689653

### UAE LOCAL ADDRESS:

Steet 54C

Villa 30

Rashidhiya,Dubai

UAE

MOBILE NO: +971561147673

### E-MAIL

midhunmathew94@gmail.com

### PERSONAL PROFILE:

Name : MIDHUN MATHEW

Father's Name: T.M MATHEW

Date of Birth : 14-11-1994

Marital Status: Single

Nationality: India

Passport No. : N57420072

### LINGUISTIC:

#### SPEAKING:

English, Tamil, Malayalam, Hindi.

#### WRITING:

English, Malayalam, Hindi.

#### READING:

English, Hindi, Malayalam,

### PROJECT

A study on " **HUMAN RESOURCE DEVELOPMENTS FOR THE ORGANISATIONAL DEVELOPMENT**"- 4 creations pvt. ltd

Duration :**23/04/2018 to 03/06/2018**

Location : JP nagar , Bangalore

Description: I have to understand the HRD process and Recruitment Process

Adopted innovative techniques for employees motivation

Adopted innovative techniques for satisfy employees needs and want

Interacting employees personally

Take place innovative techniques to make a good working environment

### WORK EXPERIENCE

- **ECPL PVT LTD -14/02/2019 to 31/12/2019**  
Worked as JUNIOUR ACCOUNTANT & ADMIN  
Performed well as a junior accountant and office administrator role

1. Good Knowledge in day today transactions
2. Book keepings
3. Voucher creating
4. Client management
5. Patty cash handling
6. Cash and bank voucher creating
7. Journal and ledger maintaining

- **SPIGOT PVT LTD - WORKING IN REFINITIV BANGALORE MNC**  
**22/1/2020 -21/6/2020**  
Working as **Content Reserch Analyst** in ESG and Financial Fundamentals  
Due to pandemic situation lost my job
  - a. Deep knowledge in research process

- b. Numerical skills to work with statistics and data evaluation.
- c. Presentation,
- d. Communication
- e. Negotiating skills,
- f. Engage well with stakeholders.
- g. Good with all company documents and filings like annual report , financial statements , CSR reports , sustainability reports , proxy statements,

#### **PERSONAL STRENGTHS**

- Self-Motivated
- Hardworking
- Disciplined
- Flexible and Adaptable
- Self-Confident
- Good in team work
- Good communication skills verbal and written.

#### **COMPUTER PROFICIENCY**

- Completed the Basic Course in Windows ,linux , ubuntu
- MS Office
- Excel certified
- Tally

#### **CURRICULAR ACTIVITIES AND HOBBIES**

- Reading books
- Participated in various cultural events in college
- Social work
- Playing Cricket and Badminton
- Craft making
- Blood donor

#### **DECLARATION**

I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief. I sincerely assume that upon my selection I will contribute my best to your organization and more over work to cherish the fame of the firm

MIDHUN MATHEW

