



SHYAM SANKAR S

CONTACT

Address

sreesastha,pazhanjikavu,chavara
po,kollam,kerala ,india

Phone

917306630027

Email

shyam.sankar728@gmail.com

Driving Licence

INDIA & KSA

Date of Birth -10-05-1980

Married

Passport No-P4785661

Additional Skills

- communication
- patience

Team management

Resource Management Business

Process Management Team

Management General accounting
finance

Taxation Fixed assets management

Infrastructure Management Financial
management

Accounting Finance reconciliation

Loan management Fund raising Gl

reconciliation Audit Budgeting

Contracting

cash management

Professional Summary-Finance, insurance,Automotive, Metals& Engineering field – Administration,sales ,Cash management,Accounting &Purchase department

Expertise in Administration cum cash management

Expertise Business fdevelopment & Sales management Professional

Expertise in spearheading corporate and financial planning initiatives in
Commercial Operation, Accounts & Finance,
Auditing & Taxation, MIS, Exports Management and export document
negotiation..

Experience of being associated with India's renowned organizations – Muthoot
Finance Ltd.

Expertise in designing and implementing systems to achieve financial discipline
and improve the overall efficiency of the
organization.

Good relationship management & negotiation skills in liaising with Banks,
Customers, other financial institutions and various
regulatory authorities.

Prudent, disciplined & self-motivated with excellent interpersonal, communication
& organizational skills with proven
abilities in team management and customer relationship management.

Work Experience

04/2003- 09/2008

R .S FINANCIERS AND INVESTMENT (Administration Executive cum Businessdevelopment) Kollam ,Kerala

- Daily Bank Reconciliation and Loan account reconciliation

Daily and monthly GL reconciliation

NBFC Compliance and audit and other operational compliances

Implementing improvements in loan management system Treasury and
fund raising

Ability to perform various fund disbursement and fund accounting activities within
the Treasury function

Monitor the fund balances, forecast and manage fund flows and ensure adequate
liquidity for working capital requirements

Managing banking relationship and role out new banking productsfor automation

Handling accounting, analysis and finalization of periodic financial
statements

Preparation of Cash Flow, Fund ,Monthly MIS

Monthly preparation of profitability statements, Balance sheet, Cash flow
statements and other reports for management control purpose

Deep understanding of financial accounting(income statement , balanced sheet,
cash flows) with working experience of accounting software Excellent verbal
and written communication skills

10/2008- 09/2017

MUTHOOT FINANCE LTD (BranchManager-) ,kerala ,India

- Developing and updating accounting, finance and management policies and
procedures.

Develop and execute integrated sales, relationship and credit strategies that are
aligned with the area business plan to achive desired revenue,expense and
service goals

Support the portfolio growth in the branch by identifying cross selling
opportunities, deepening relationships and increasing client acquisition , being an
active participant as needed

Create a warm, welcoming and friendly customer centric branch
environment

Provide inspiration and leadership to branch staff daily through one-on-one
coaching, morning huddles and end of day meetings

petty cash,accounts &administration
confidence
Hard Working
Sales orientation& business development
Upselling and cross selling

Ensure effective lobby abd line management to deliver exceptional customer service

Plan, organise and coordinate daily sales, service and operation management processes

Create a strong sales and service culture, fostering an environment in which all branch employees work together to achive all business goals Ensure that the branch sales/service supports the overall corporate objective to provide superior service and participate in selling products and providing excellent customer service

Plan, implement s and manages the operating and capital budgets to maximize branch profitability

Ensure that the branch meets all regulatory compliance standards and follows all opening polices and proceedures

Direct branch business development through outside calls, in-branch selling ,telemarketing ,branch campaigns and targeted direct sales

Ensure expansion of customer relationships through branch cross selling activities

Effective Cash Flow Management.

Monitoring budgets and comparing them with actual cost and revenues related to production, marketing and capital.

Coordinating the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.

Coordinate the preparation of Financial Statements, Financial Reports for internal usage.

Getting control accounts reconciled and sorting out the discrepancies.

Handling Reserve Bank of India queries for export/import matters and carrying out all correspondence with the bank.

Filing VAT return, E-TDS payment & E-TDS quarterly return, Independent handling of VAT, TDS & Income tax assessment.

Remitting foreign currency for import advance & other expenses like travelling, consultancy, advertising and project export.

Negotiating with the banks for export documentation requirement. Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various departments.

Implementing training courses for newrecruits

Handling General Accounts & Direct Taxation for the corporate office Handling Fixed Assets / Insurance / Payroll etc

Compliances with Direct Tax regulation - Filing Returns, Assessment, general correspondence

Finalization of accounts including consolidated financial statements, segmental reporting, audit, certification and other procedures requiring inter- face with auditors

Consolidation of Accounts with Subsidiaries & Joint Ventures Companies

Supervision of day to day accounts and scrutiny of voucher

Tax Audit, checking of TDS certificate and filing of e- tds return, regular Tax Assessment and follow up of TDS certificate

MASHREQ AL MADEENA METALS -UAE (Administration /Sales Manager)

- Follow up new business opportunities and setting up meeting
- Communicationg new product to our client
- Overseeing the development of marketing
- Providing management with feedback
- Filing VAT return, E-TDS payment & E-TDS quarterly return,

Independent handling of VAT, TDS & Income tax assessment. Developing and updating accounting, finance and management policies and procedures. Develop and execute integrated sales, relationship and credit strategies that are aligned with the area business plan to achieve desired revenue,expense and service goals

Planning and coordinating administrative procedures and systems and devising ways to streamline processes.

Recruiting and training personnel and allocate responsibilities and office space. Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.

Their duties include supervising staff, facilitating communication throughout a company and developing procedures to make a workplace more efficient. Supervising the day-to-day operations of the administrative department and staff members.

Hiring, training, and evaluating employees and taking corrective action when necessary.

Developing, reviewing, and improving administrative systems, policies, and procedures.

- research and identify new business opportunities - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing marketsgenerate leads and cold call prospective customers. meet with customers/clients face to face or overthe phone

01/2021-

LOKANETHRAGROUP-MANAGER(ADMIN/SALES-VEHICLE SHOWROOM AND FINACIAL SERVICES)

Analyze customers' wants and needs to effectively recommend corresponding products and services. Explain the features and benefits of each automobile on the lot. Inform customers about special promotions and current sales.

Building a report with potential customers to improve the possibility os sale in the future

Collaborating with team members to reach sales target

Assisting with the set up of showroom and promotional dispaly

Taking customers on test drives and demonstrating vehicle features.

- Developing and updating accounting, finance and management policies and procedures.

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Education

03/1997 - 03/2000

university of kerala,india

- Bsc (Bachelor of science Graduation)
- Bcom (Bachelor ofcommerce Graduate)- (Chattisghatt university)

04/2001- 04/2004

MGTTL.KERALA

- DCA (Diploma in computer application)

06/2004 -08/2005

Asset Banglore

- TFAP &TCP (Tally certified professional)

Languages

English	— B2
Hindi	— B2
ArabiC	—

Tamil

References

- 1 . D e e p e n d u Hareesh
B r a n c h manager
M u t h o o t F i n a n c e LTD
p h n o - 9 1 9 5 6 2 7 4 0 7 2 7
- 2 . D r . H a r i Krish nan
V e t e n a r y Surgeon
K o l l a m
9 1 7 0 2 5 1 9 9 7 1 4