



# JITHIN KUNJUMON

## About Me



-  **2 year and 7 months of Experience**
-  **March 27, 1996**
-  **Al Qasimia, Sharjah**
-  **+971582463154, +971566315558**
-  **jithin.ampiyil@gmail.com**

I am looking for a long term position where my qualifications and experience can be utilised while making a significant contribution to the success of employer.

## Professional Experience

 **March 2019 – August 2020**  
**Designation: Admin cum Accounts Assistant**  
**Organisation: Geo Media Solutions, Kerala, India**

**GEO MEDIA SOLUTIONS**  
live internet broadcasting

### Responsibilities:

- Maintaining and documentation and HR related files.
- Coordinating arranging internal and external meetings.
- Accounts payables (Electricity bills, telephone bills, couriers etc.).
- Managing vehicle maintenance, registration, insurance, petrol card consumption
- Manage inventory of office supplies; purchase supply and equipment when needed.
- Update the daily wages report and payments and petty cash handling.
- Attendance sheet preparation for monthly salary preparation
- Supervise security, cleaners, and driver's activity.
- Implement effective sourcing, screening, and interviewing techniques
- Oversee daily operations of the HR department

 **November 2017 – November 2018**  
**Designation: Accounts Assistant**  
**Organisation: Cogent, Bangalore, India**

**COGENT**  
BPO | SOFTWARE | CONSULTING

### Responsibilities:

- Working with spreadsheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.
- Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
- Responsible to handle the telephone enquiries.
- Make daily work plan of seniors with proper timing.
- Provide general information to the customers.
- Manage the daily incoming of the customers.
- Manage the documents in proper way.
- Handle all the other responsibilities related to the job.



## Education

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### **Bachelor of Commerce (BCOM)**

Presidency College  
MG University

Passed, April 2017

### **Higher Secondary (Science)**

C B M Higher Secondary school, Nooranad  
Kerala Higher Secondary Board

Passed, March 2013

### **S. S. L. C.**

V. V. Higher Secondary school, Thamarakulam  
Kerala Higher Secondary Board

Passed, March 2011



## Languages

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- English ●●●●
- Hindi ●●●●
- Malayalam ●●●●



## Personal info

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Nationality : Indian

Marital Status : Single



## Passport and Visa Details

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Passport No : R5232423

Expiry Date : 23/10/2027

Visa Type : Visit Visa

Visa Expiry : 21/01/2021

## Declaration

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I hereby declare that the above-mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**JITHIN KUNJUMON**