

Soma D K

OBJECTIVE

To secure a responsible career opportunity where I can grow with the guidance of experienced mentors and sharpen my personal skills to deliver high performance, thereby making a significant contribution to the success of the organization.

EDUCATION

- Diploma in Management -from IGNOU
- B. Com in Computer Application - from Kerala University

PROFESSIONAL PROFILE

Over 7years of experience in Finance, Administration, Management and Business Operations. Excellent relationship building skills with a flexible and detail oriented attitude.

CAREER SUMMARY

August 2009 – June 2016

**Company – Muthoot Finance Group, Corporate Office, Cochin, Kerala.
Assistant Manager (PAN Card Operation Department)**

Key Responsibilities;

- Managing and daily follow up with all PAN Card processing centers and branch/region/zonal heads of all over India.
- Coordination with Unit Trust of India (UTI) relating to issuance and correction of PAN Cards.
- Doing the compliance part relating to refund, delay in issuance of PAN card etc
- Preparation of MIS of all PAN card processing centers.
- Preparation of staff incentive list (yearly/monthly) of all PAN processing centers as well as MFIN branches all over India
- Preparation of yearly branch / region /state wise PAN card sales and amount collected report as and when required
- Purchase and reconciliation of PAN card coupon for all PAN processing centers
- Drafting circulars for new notifications and revised instructions / directions of government relating to product and reporting the same through corporate news.
- Preparing realistic budget for the financial year by collecting business plans as well as target from all PAN card centers
- Arrange Big day / Focus day campaign every month for the business promotion and coordinate all MFIN branches into this.
- Identify commendable achievements of branch/employee/region/zone and PAN card contest winners, reporting the same through corporate news in different intervals.
- Conducting familiarization training program for branch employees and also coordinating the preparation of product training presentations as video & PPT in e-learning process.
- Coordination with the software development team for new updates and modifications in PAN card processing system.



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Al Nahda

Sharja

DOB: 25th April 1989

Marital Status : Married

Nationality : Indian

Visa Status : Residence Visa

SKILLS

- Reporting skills
- Problem solving
- Ability to adapt and achieve targets.
- Proficiency in Microsoft office
- Flexibility
- Attention to detail
- Teamwork
- Telephone skills

LANGUAGES

- English
- Malayalam