



MOHAMMED SALMAN

Finance Manager

+91 98 95 011 916 | salmankp916@gmail.com | Tirurangadi, Malappuram Kerala, pin: 676306 India
30 April 1988 | Indian | Married

ABOUT ME

Highly organized Assistant Manager skilled in leading teams, managing daily operations and boosting customer satisfaction. Achieved success in increasing sales and profits, resolving customer complaints, and overseeing staff. Committed to providing exceptional customer service and operational compliance.

SKILLS

- Financial Analysis
- Accounts Payable and Accounts Receivable
- Manpower coordination
- COST CONTROL
- Strategic Planning
- Managing Multiple Priorities
- File and Records Management
- Payroll Coordination
- Managing Employee Relations

EDUCATION

Bachelor Of Commerce
Periyar University
Selem - 2012

professional in foreign
accounting-CPFA
IPA calicut - 2011

Plus Two
Board of Higher Secondary
Examination, Kerala Govt
2008

SSLC
Board of public examination
Kerala Govt
2006

WORK EXPERIENCE

Assistant Manager - HR

Present

Mapletune pvt ltd (Audit) | Malappuram

- All statutory works.
- finance coordinator
- Managed payroll processing functions by verifying accuracy of timesheets
- ESI and EPFO preparation and filing
- Worked with managers to create individual development plans for employees.
- Facilitated team building activities among staff members to foster an environment of collaboration.
- Helped oversee the daily operations of the store, managing staff and inventory.
- Resolved customer complaints and handled refunds and returns to promote satisfaction.
- Managed daily operations of the store, including scheduling staff, assigning tasks, and overseeing inventory control processes.
- Established clear communication channels between staff members to ensure smooth workflow throughout the store.
- Assisted with new employee training and conducted performance reviews to track overall progress.
- Handled employee discipline and termination according to company policies.
- Performed administrative duties such as processing payroll information or managing employee benefits programs.

Finance Manager

Promoted

- GST Accounting and filing
- Internal and External Audits
- Tax Returns and Filings
- Financial Statements Analysis
- Generated monthly financial reports and Business reports.
- Managed a team of finance professionals responsible for accounting operations including payroll processing, accounts receivable and payable, bank reconciliations.
- Developed and implemented financial management strategies to optimize cash flow, reduce costs, and increase profits.
- Interacted with finance controllers and company executives to support decision-making processes.
- Advised on tax planning strategies to minimize liabilities while maximizing returns.
- Established and maintained relationships with individual and business customers and provided assistance with problems these customers may encounter.

LANGUAGES

- MALAYALM –NATIVE
- ENGLISH
- TAMIL

AWARDS

🏆 Outstanding Service Record
2022

🏆 Stand out Performer
2021

🏆 Best team player award
2019

CERTIFICATIONS

- TALLY SOFTWARE

Purchase Manager

2017 –

- Negotiated payment terms with suppliers in order to facilitate timely payments.
- Managed the entire lifecycle of contracts from initiation through completion.
- Researched potential suppliers in order to identify best value solutions for procurement needs.
- Ensured compliance with company policies, procedures and legal regulations related to purchasing activities.
- Successfully managed the purchase of high-value items and ensured cost efficiency.
- Monitored stock levels in order to anticipate future needs and maintain inventory levels accordingly.
- Developed strong relationships with vendors to negotiate competitive prices for purchases.
- Analyzed market trends and identified new sources of supply to ensure cost savings.
- Implemented effective strategies for controlling costs while maintaining quality standards.

Accountant and Inventory Manager

2013–2016

Ashrafi book center and Tirurangadi printers
(Audit) | Malappuram

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.

Accountant

2011–2013

Falcon ceramics (Audit) | malappuram

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.

REFERENCES

Shamsudheen.M

Managing partner
Falcon Ceramics

Malappuram , Kerala

Phone: +91 9746939706

Noushad koormath

Ashrafi Book Center & Tirurangadi
Printers

Malappuram , Kerala

Phone: +91 9048000022

Dinto Philip

CEO

Mapletune Furnitures pvt ltd

Malappuram , Kerala

Phone: +91 9497379526

I hereby state that the information above mentioned is accurate to the best of my facts and belief. I bear the responsibility of any error or mistake in the data if occur in the future.

PLACE : Malappuram, Chemmad

DATE :

MOHAMMED SALMAN.KP