

KAMALAKANNAN S

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CAREER OBJECTIVE

To achieve greater heights in professionally charged environment where there is emphasis on learning and ample opportunities for me to take part in growth of the organization as well as myself.

ASSIGNMENT HISTORY

Client Selvanayaki Agencies(IOC Dealer), Coimbatore (Sep 2016- till date)

Location Coimbatore , India

Designation Manager/ADMIN

Role and Responsibilities

- Manage staff attendants and allot them duties.
- Assign, schedule and monitor the tasks of service station personnel
- Coordinate with customers
- Account matching of daily sales cash and credit.
- Handling petty cash and optimum utilization of resources
- Oil tanker decantation
- Testing and density measurement.
- Data update in Automation
- Answer and resolve customer needs and queries
- Ensure joyous experience to customers and guests through cool and pleasant services.
- Participate in company meetings and events to enhance quality in services.
- Maintaining inventory controls of materials items and products.
- Maintain the service station premises in a neat and organized manner.
- Looking after admin activities and arranging of sale of scrap materials
- Handling the team and resolve the problem.

Client M/s. Computer Age Management Services Private Limited

(Mutual Fund Registrar & Transfer Agent Services)

| | |
|----------------------------------|--|
| Dates | Jan 2008 to Aug 2016 |
| Location | Coimbatore, India |
| Designation | Assistant Manager - Mutual Fund Operations (Handling MF Operation processes to ensure the day to day activities in line also ensure the regulatory guidelines adhered. Leading 60 member team) <ul style="list-style-type: none">• Co-ordination with all the branches to ensure all the application received and processed on time.• Controlling and tallying the transaction count received from all the ISC, AMC branches, channels etc., necessary follow up with them for any requirement and complete the task.• Managing the SIP process and ensure application are received and registering the same as per investor requirements and necessary intimation for the same.• To ensure all the transaction processed are completely validated as per the process guidelines on TAT.• Reconciliation of subscription related to SIP transactions.• Ensuring human and material resources are correctly utilized.• Looking after administrative activities within the department.• Managing good rapport with bankers and service provider.• Adherence to SEBI norms for Redemption, Dividend and Transmission cases• Reviewing of the error analysis.• Auditing the PDC's / SI / ECS funds realization for Systematic Transactions. |
| Role and Responsibilities | <ul style="list-style-type: none">• Scrutinizing BRS (Banking Re-conciliation Statement)• Preparing and analysis of MIS Reports.• Coordination with recon team for analyzing short and excess credit.• Giving guidelines for smoother operations.• Responding to Monthly Internal Audit and AMC Audit Reports along with the Auditee comments and Submit to the management periodically and ensure the preventive action to repeated observation in forth coming audit.• Updating the recent regulatory changes to the operation team through training classes.• Analyzing the delinquency cases and take necessary corrective action for rectification of the same.• Adherence to ISO/ISMS Procedures by the Operational / Functional people.• Organizing periodical review meeting with the team to focus on quality improvement.• Reviewing of the error analysis along with the root cause to avoid the same and also raise necessary system changes if required.• Keep accurate record and documents pertaining to the area of operation.• Life safer certification by USHA fire safety equipments (P) Ltd. |

INFOSYS BANGALORE

Dates Feb 2007 – Jul 2007
Location Bangalore , India
Designation Operation Executive

Role and Responsibilities

- Solving P& A's (Price and Availability) of products.
- Clearing the queries of clients within the given TAT.
- Maintaining the database.
- Responsible for the client relations, planning, and team development
- Also responsible for maintaining status reports, consolidated reports and schedules for On-time delivery and Quality output.
- Co-ordination with the client regarding the completion of work.

Client FIREBIRD TECHNOLOGIES
Dates AUG 2005 – JAN 2007
Location Coimbatore , India
Designation Administrative Executive

Role and Responsibilities

- Arranging travel, meetings and co-ordinations with external vendors.
- Balancing office budgets, ordering stationery and equipment.
- Logistics and cafeteria Management.
- Supervising and monitoring the housekeeping and security staff.
- Arranging and selecting the best AMC for the company.
- Taking care of infrastructure and safety measures.
- Planning, budgeting and organizing internal and external events of the company

Client SRI MAHAGANAPATHY INDUSTRY PVT LTD.
Dates Apr 2000 – Feb 2003
Location Coimbatore , India
Designation Accountant

Role and Responsibilities

- Preparing the vouchers
- Preparation of books of accounts, party reconciliation statement and bank reconciliation statement.
- Preparation of financial statements i.e. Profit & Loss Account and Balance Sheet.
- Billing of invoices and follow up for collection
- Maintaining petty cash.
- Maintaining PDC's and responsible for depositing the same in bank

PROFESSIONAL EXPERIENCE

Profile

Worked as Assistant Manager - Mutual Fund Operations at Computer Age Management

Services Private Ltd. Has over all 17 years experience in accounts, administration, purchase and management including around nine years in the Mutual Fund industry.

Experienced at project delivery in the capacity of an Assistant Manager Mutual Fund operation process, with an emphasis on the implementation of quality assurance in process delivery and Assurance of Compliance procedures.

Domain Knowledge:

- Processes case definition
- Project management and delivery skills
- Estimation, planning, tracking and reporting skills
- Risk and issue management skills
- Adherence to ISO Procedures by the Operational / Functional
- Updating the recent regulatory changes to the operation team
- Expertise knowledge in management information system
- Expertise knowledge in periodical review and new system implementations

Leadership:

- Handling Process team of 60 members in operation process.
- Updating the new process through training classes.
- Ensuring the good delivery wherever required.

Analytic:

- Definition of business, functional and process requirements
- Process analysis and identifying risky process areas
- Process Improvement and developing new process

Key Skills

Technical:

- Operating Systems – MS-DOS, & MS Office package
- Working knowledge in accounting packages such as Tally in all version 5.4, 6.3, 7.2
- Working knowledge in Foxpro based operation
- Working knowledge in RDBMS (Oracle Based Application)

Soft Skills:

- Strong interpersonal communication skills
- Amiable, analytical and adaptable to new environments
- Ability to learn new concepts quickly
- Strongly self-motivated, willing to assume responsibilities
- Can work independently, lead or work within a team environment
- Excellent organizational and communication skills, both oral and written

EDUCATIONAL QUALIFICATION

| Degree | University/School | Major | Year of Passing |
|--------|---|------------------------|-----------------|
| M.B.A | C.B.M College (Bharathiar University) | Marketing & Finance | 2005 |
| B.COM | CMS College (Bharathiar University) | Commerce | 2000 |

LANGAUAGE KNOWN:

Tamil – To Speak, Write & Read.

English - To Speak, Write & Read.

PERSONAL DOSSIER

- Gender Male
- Marital Status Married
- Date of Birth 25-Sep-1978
- Contact Address 32, KPG Nagar
3rd Cross, Ganapathy
Coimbatore, TamilNadu
India – 641006
- Phone +91 - 9791299111
- Email seekamal2005@gmail.com
- Hobbies & Interests Organizing & Managing Events
- Languages Known To Speak : Tamil & English
To Read & Write: Tamil, English

I hereby acknowledge that all the information presented above is true to the best of my knowledge.

Place : Coimbatore, India

Signature

Date :

(S.Kamalakannan)