

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

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

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



Personal info

Nationality : Indian

Marital Status : Single



Passport and Visa Details

Passport No : R5232423

Expiry Date : 23/10/2027

Visa Type : Visit Visa

Visa Expiry : 21/01/2021

Declaration

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