



PRADEEP S

CONTACT

Kavumpurathuveedu,
Chellamcode, Poovathoor PO,
Nedumangad
Thiruvananthapuram-695561

☎ 9037015368

✉ pradeeptvm87@gmail.com

DOB: 10/04/1987

Father: Sasidharan Nair

Skills

Administrative skills

Leadership skills

Computer skills

Time management skills

Software

Tally

MS Office

Language

Malayalam

English

Hindi

Interests

Music

Travelling

Seeking an opportunity for professional growth in a professional environment that would allow for the full utilization of my skills and knowledge



EXPERIENCE

July 2019 to till date **Sarsawathi College of Arts and Science, Vilappil, Trivandrum**
Administrative Officer in Charge

- Organizing and managing schedules and calendars for staff, managers, and senior-level officers
- Receiving and processing communication channels, including email, phone, and physical mail
- Assisting human resources department with payroll and personnel databases
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts
- Creating reports and memos for managers and senior-level officers as needed
- Offer assistance in organizing events, including ordering materials and requisitioning meeting spaces

June 2017 to Mar 2019 **MGM College of Arts and Science, Kaniyapuram, Trivandrum**
Accountant

- 1 Yr & 9 Months**
- Manage all accounting transactions
 - Handle monthly, quarterly and annual closings
 - Reconcile accounts payable and receivable
 - Ensure timely bank payments
 - Handle Payroll, ESI, EPF and store including purchase

April 2010 to Nov 2016 **University of Kerala, Thiruvananthapuram**
Data Entry Operator cum Accounts

- 6 Yrs & 6 Months**
- Handling accounts (including all registers and vouchers) of UGC Projects and other Projects
 - Handling Enquiry via Phone, Email and Receiving and dispatching deliveries
 - Assisting the office for conducting of classes and exams.
 - Data Entry work (Word, Excel, Tally)

April 2008 To Mar 2010 **Light House Electricals, Palayam, Nedumangad**
Salesman

- Sales and Billing



EDUCATION

- Bachelor of Arts –Commerce (2004-2007)
University of Kerala
- Master of Business Administration (HR) (Pursuing)
Bharathiar University

CERTIFICATES

DCA, DCFA, Tally, DTP

ACCOMPLISHMENTS

- Participated Residential Training on Life Skill Development conducted by CACEE, University of Kerala at RTTC, Kaimanom on Jan- 2011
- Participated Leadership Training Camp conducted by DSS, University of Kerala at Thiruvananthapuram.

I hereby declare that all the above given information are true and correct to the best of my knowledge and belief.

Pradeep S