**CURRICULUM VITAE**

**YONAKUMAR N**

No. 30/1, 20th D Cross,

Sri Rama Temple Road

Ejipura

Bangalore-560047

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Email: [yonakumarn@gmail.com](mailto:yonakumarn@gmail.com)

**Career Objective:**

To excel as a result oriented and business minded executive with a solid sense of integrity and commitment. I am currently seeking opportunity either in Admin/ Accounts as my academic qualification would be at par to the similar job profiles

**Key Strengths:**

* Positive approach towards work, people and the organizational workplace.
* Drive for learning and smart work.
* Strive to excel and perform to the optimum level.

**Work Experience:**

1. Work experience as Admin & Accounts assistant , Finance ( Related to banking jobs & Stationery inventory ) & Travel Desk in Base Corporation ltd.. from January 2003 to 2016
2. Currently working with MLC Estates llp as an Admin & Accounts Executive since April 2016 To till date

**Opportunities Interested: ADMIN & ACCOUNTS**

**Academic Qualification:**

* B.com : SSI International university
* P.U.C: Ambedkar First Grade Evening college , Indirangar, Bangalore
* S.S.L.C: Shanthi Niketan High school vivekanagar , Bangalore

**Computer Education :** MS Word, Excel, Tally 9.2, Internet

**Banking /Finance/Accounts Jobs**

1. Cheque deposite cms & Local
2. Cash deposites in Bank
3. Letter of Credit & BG Documentation & Executing with bank
4. Maintaining Monthly Bank Statements & obtaining from bank
5. Reconcilation with Deposit slips
6. Passing journal entries in Tally vendor bills, mobile bills ,Travel bills, conveyance , ledger maintenance, balance confirmation in tally
7. All Banking jobs & Letter Drafting of Bank documents
8. Sales
9. Purchase
10. Service
11. Bank reconcile,
12. Journal register,
13. Bank payment & receipt,
14. Supplier payments
15. GSTR-1 Filing data prepare(Before 10th of every
16. month)
17. GSTR-3B Filing data prepare(Before 20th of everymonth)
18. GSTR-2A reconcile every month before filing of GSTR-
19. 3B
20. Factory act Form and employee leave record maintain
21. ESI PF & PT,
22. Cash handling & bank expenses,
23. Salary statement
24. TDS reconcile.
25. Directors and employees salary TDS calculation
26. Company advance tax calculation
27. Data for Quarterly TDS filing
28. Data for Monthly PT filing

**Admin Coordinator**

1. Facility Management
2. Invoice and Payment Coordination
3. Employee Feedback Evaluation
4. Office Stationery Management
5. Vendor Management.
6. Management of A/C & Generators.
7. Pety Cash Handling.
8. Maintenance of Printed Stationeries
9. Record Keeping.
10. Raising Purchase Orders/ Quotation Comparisons. .
11. Handling Rental Agreements & CFA Agreements.
12. Vehicle maintenance.
13. Maintenance of Asset Register.
14. Pantry Management.
15. House Keeping Management.
16. Stock Management in Excel
17. Implementing fire safety/ sanitation system.
18. First Aid/ Safety

Maintaining all above records in excel & tally

**Travel Desk jobs**

1. Booking domestic and international air tickets
2. Booking accommodation.
3. Arranging local transportation.
4. Booking train and bus tickets.
5. Checking invoice received from vendors.
6. Taking care of day to day office administration activities.
7. Negotiating rates with service providers.

**Store Maintenance with MLC ESTATES LLP for Subway food chain**

1. Maintenance of food items received with barcoding
2. Inventory management in company software
3. Weekly sales report generating in subway software
4. Weekly stock counting & closing of stock
5. Reorder the required stock weekly

**Personal Details:**

**Date of Birth :** December 20, 1979

**Marital Status :** Married

**Father’s Name :** Narayana M K

**Languages Known :** English, Kannada, Hindi, Telugu, Tamil

**Hobbies :** Reading journals, Magazines

**Current annual salary 3 lacs**

**DECLARATION:**

I hereby declare that the information provided above by me is true to the best of my knowledge.

**Date**

**Place** : Bangalore  **(Yonakumar N)**