M A T T O T H O M A S



*“Pudukattukaran”, CRAN – 19 A, Ponekkara, Edappally PO, Kochi – 682 024*

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Position applied : OPERATIONS MANAGER

CURRICULAM VITAE

Objectives

To be involved in more challenging work, providing ample opportunity to prove my best of ability, to shape my 30 years’ vast experience in the best interest of the Organisation.

Career summary

1. 2012 – till date : working as freelance Management Consultant catering to various clients in and around Cochin. My profile includes Portfolio Management, preparation of various Project Reports, Digital Marketing, Manpower planning, purchase negotiations etc
2. 2010 – 2012 : Admin. Manager with KITEX Childrenswear Ltd with over 7,000 employees in Cochin, looking after administration, finance, accommodations, canteen management, logistics, legal, statutory matters.
3. 2007 – 2010 : Asst. General Manager – (Finance & Admin.) with

M/s. Koyenco Autos, Cochin {Tata Motors car dealership}

1. 2004 – 2007 : Dy. Manager – MIS & Internal Audit with M/s. Popular Group, Cochin {Hyundai, Toyota, Bajaj, Ashok Leyland dealerships}.
2. 1986 – 2004 : Financial and Management Consultant (Stock Broker)

Experience summary

Fully responsible for Administration and Finance , including Recruitment, PR functions, statutory, legal matters, Banking,commercial activities,

Financial Management , Stock Market activities,Channel funding thru Banking & Financial institutions,internal auditing, budgeting.

Financial Analysis, Lost Sales Analysis, Comparative performance statements, Logistics, complete Office correspondence, canteen management, accommodations, conduct of banquets, purchase negotiations.

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Educational qualification

MBA (Banking & Finance) – Cochin University (1985)

B Com (Costing specialisation) – Kerala University (1982)

ICWAI (Inter) & ACS (Inter) - courses completed

Schooling at Rajagiri High School, Kalamassery where I was Basketball Team Captain for 2 years and Asst.School Leader in Std X. Then Pre University, I completed in Maharajas College, Ernakulam in Mathematics.

Other Memberships

Kerala Management Association – Life Member

Cochin Stock Exchange – Cardholder

International YMCA, Ernakulam – Life Member

Cochin Gymkhana Club – Life Member

Member of ROSA (Rajagiri Old Students Assn.)

Other information

Fund Advisor – certified by AMFI, where lot of marketing skills are required

Tally, MS office.

Age, DoB – 56 yrs., 07.09.1960.

Notice period : 15 days

Recently, I was nominated as General Convenor for All India Inter YMCA Basketball Championship, in Cochin (Feb/Mar 2015). Also involved in various charitable activities viz. YMCA. I’m member of Managing Committee of YMCA, Ernakulam.

Reference

1. Mr Saju Thomas, CMD - Popular Motor Corporation, NH Byepass, Vytila, Cochin - 682 019. Ph : 2803500
2. Mr Aju Thomas, Tech. Procurement Manager –Group Purchase & Contracts, Emirates National Oil Co. LLC (ENOC), Dubai

Ph 00971 50 9627808

The above mentioned matters are true to the best of my knowledge.

Cochin

13 – Dec - 2017.