



# SUMESH T.T

## MANAGER (MARKETING & FINANCE)

Aspire to apply creativity & ingenuity in my domain for the larger good of the organization at large thereby achieving a distinguished career.



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+971- 503897545



AL-AIN UAE, United Arab Emirates

## SKILLS

Goal Oriented

□ High Energy Motive

□ Leadership & Communication Skills

□ Judgment Abilities

□ Critical & Creative Thinking

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

Malayalam  
Native or Bilingual Proficiency

## INTERESTS

- Driving
- Trekking
- Cooking
- Carroms

## WORK EXPERIENCE

### MANAGER (Marketing & Finance) RPS WATER TECHNOLOGIES

04/2012 - 11/2022,

ERNAMKULAM , KERALA

### CREDIT OFFICER TRIOS WATER MANAGEMENT SYSTEMS PVT.LTD

12/2007 - 04/2012,

ERNAMKULAM , KERALA

## DUTIES AND RESPONSIBILITIES

### MARKETING

- Contribute in the implementation of marketing strategies
- Plan advertising and promotional campaigns for products or services on a variety of media
- Organize and attend marketing activities or events to raise brand awareness
- Collect and analyze market research data
- Present projects to clients and work with them to strategize and improve the material according to their needs
- Keep track of and balance budgets
- Establish beneficial pricing strategies
- Negotiate advertising contracts
- Conduct market research to identify opportunities for promotion and growth
- Create product content (e.g. sales enablement documentation, case studies, product videos, website copy, blog post) to articulate the benefits of product
- Collaborate with finance team in preparing budgets and monitoring expenses.

### FINANCE

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Maintain Timely E-Filing , Documents , Certificates & Forms Of Statutory Bodies Of The Government , Such As Works Contract Tax , VAT & GST
- Crew Supervision & Client Relation
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Timely payment collection according to the project orders

## PERSONAL INFORMATION

- Nationality : India
- DOB : 27-05-1985
- Gender : Male
- Marital Status: Married
- Health : Sound ,Energetic

## PASSPORT DETAILS

- Passport No : W3624384
- Issue Date : 03-08-2022
- Expiry Date : 02-08-2030
- Place Of Issue : COCHIN

## SOFTWARE KNOWN

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- Tally ERP 9
- Tally Prime
- MS Office

## EDUCATION

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### BA ECONOMICS

Under University Of Calicut /Completed

### DCA

Passed From Relent Reach Cyber Club In 2003

### PLUS TWO

Under KSOS. Passed In March 2002

### SSLC

Under Kerala State Syllabus. Passed In 2000

## DECLARATION

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I hereby declare that the above information is true to the best of my knowledge and belief.

**SUMESH T.T**