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**Objective:**

 Looking for challenging career, where there is scope for growth, always on a look out for a positive & bigger outlook, thrives on imagination & passion, rigorous thinking and boundless curiosity. I am willing to give total support to the organization that I am in, with the experience and capability that I have, in order to achieve organization’s goals and create mutual benefits.

**Career Profile**

 I have 1.25 years experience in US Mortgage and also 6 months experience as Assistant Accountant. My work experience includes preparing invoice, handling petty cash, monitoring receivables of the company and bank reconciliation. Apart from the above experience, I have always consolidated my experience in administration and computer applications in my organization to coordinate support and achieve the goals set by the organization.

**Work Experience:**

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| **Designation** | **Associate Analyst.** |
| **Company****Process** | **XL Dynamics India Pvt. Ltd.****US Mortgage** |
| **Duration**  | October 2012 to February 2014.  |
| **Roles &****Responsibilities** | XL Dynamic Inc. is a Privately held corporation and is headquartered in Cerritos, CA * Reviewing key mortgage documents such as Deed of trust & Title policy and get it corrected in order to meet investor requirement.
* Contacting Title Companies, Escrow companies, Mortgage Banks, County offices for resolving trailing documents issues.
* Time bound works for clearing investor exceptions to avoid penalizing.
* All necessary post-closing activities till securitizing the loan into investor’s pools.
* Adding proper comments for those pending cases due to discrepancy.
* QC on the Pipeline of others is done in a weekly basis.
* Training sessions given to the new employees in the team regarding the process.
* Preparing the Audit and Status report on daily, monthly, quarterly and annual basis.
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| **Designation** | **Assistant Accountant.** |
| **Company** | **Target Engineering Company Pvt. Ltd** |
| **Duration**  |  April 2012 to October 2012. |
| **Roles &****Responsibilities** | Target Engineering Company is a Metal Fabrication Company. My responsibilities in the Company are as follows,* Prepare invoices & delivery notes; maintain bank book and general ledgers
* Monitoring payables and receivables review and finalize monthly collection report.
* Prepare weekly/monthly reports of Bank & Cash books, stock, sales & purchases of the company.
* Handling & maintaining the petty cash
* Posting the necessary journal entries for the monthly closing of ledgers.
* Preparing cash & bank reconciliation statements.
* Coordinating with banks & insurance companies for all kinds of transactions and accidental claims.
* Filing & maintaining of all documents related to the company.
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**Educational Qualification:**

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| Course Name | University / Board | Duration |
| M.B.A | Bharathiar University, Coimbatore. | 2012 |
| B.com | Calicut University, Kerala | 2010 |
| Higher Secondary | CBSE | 2007 |
| SSLC(10th) | CBSE | 2005 |

**Certifications**

* TCP (Tally Certified Professional).
* CPFA (Certified Professional in Foreign Accounting).
* Manual & Computerized Accounting.

**Academic Projects:**

* A study on the impact of Inventory Management System on firms performance with special reference with **Apollo Tyres Ltd, Perambra, Kerala.**

**Skills Profile:**

* Academics - Strong management skills.
* Computers – MS office fundamentals.
* Languages - English, Hindi, Malayalam & Tamil.

**Others**

* Presentation skills – Ability to create/deliver dynamic presentations.
* Team Skills – Poses an emphatic interpersonal style and a win-win attitude.
* Communication – Excellent communication.
* Leadership – Ability to lead and to be led.

**Personal Profile:**

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| Age:Date of Birth: | 24 years13th December 1989. |
| Marital Status: | Single. |
| Nationality: | Indian |
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**Declaration:**

**I vouch for the authenticity of the above-mentioned facts.**

**Date:**

**Place:**