**Curriculum Vitae**



**Crysann**

[**Crysann.235336@2freemail.com**](mailto:Crysann.235336@2freemail.com)

**Objective**: To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/MNC with devotion and hard work.

**Academic profile:**

* **Bachelors in Commerce (Banking and Insurance)**

*St. Andrews College, Mumbai2010-2013*

* **12th Standard (Commerce)**

*Indian School Al Ghubra, Oman (C.B.S.E) 2010*

**Other Qualifications**

Certificate of Training in introduction to Capital Markets (Beginners Module) by Inventure Institute of Financial Markets

**Computer Literacy**

* MS Office.
* Working knowledge of basic HTML coding.
* Required knowledge of internet and operating systems.

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**Key Skills**

* An integral team worker.
* Ability to adapt current trends with sharp instincts.
* Trouble shooting, analytical and problem solving skills
* Delivery of Results
* Proactive
* Takes ownership
* Good Verbal Communications  phone and face to face
* Written Communications
* Planning and Organising
* Team Worker

**Experience**

**Matrixx Derivatives Trading Services Private Limited**

Accounts and Administration Assistant | [www.matrixxcap.com](http://www.matrixxcap.com/)

Mumbai, Maharashtra, India | February 2013 till December2014

##### Matrixx Capital Markets LTD. is specialist firm that provides company formation, focusing on onshore and offshore forex brokerage and investment firms and businesses.

##### **Key Responsibilities:**

* Maintaining spreadsheets
* Cash allocation
* Sales order processing
* Managing daily post in and out
* Keeping a Track of Expense and Maintaining it in Balancesheet
* Receiving and processing all invoices, expense forms and requests for payment
* Managing petty cash transactions
* Preparing the Presentation for Distributors
* Maintain staff profilers and Documents
* Co-ordinate with Distribution and Marketing department for Cost effective meeting
* Prepare Presentation on Cost and Income Ratio
* Organise Other Curricuar Activities for staff
* Co-ordinate with the Distribution and marketing Team Client Appointments
* Monitor and maintain office supplies
* Maintaing the Records As per Income Tax Requirements and Co-ordinating with the Bank for Statements and other Documents.

**Extracurricular activities**

* Served the under privileged children under the Social Outreach Programme by Urban Community Development Centre, Mumbai

**Hobbies and Interests**

* Interacting with people, Reading and Sports
* Listening to music

**Linguistic Proficiency:**

* English.
* Hindi.

**DECLARATION:**

**I hereby declare that the information provided above is true and correct as per**

**My knowledge and belief.**