**MBA Finance with 2 years Experience in F&A**

OBJECTIVES

A challenging career opportunities which would help me to utilize my academic background that assist me to gain experience, employ my excellent interpersonal skills and enable me to make a positive contribution to the organization.

PROFILE SUMMARY

\*Excellent Communication

\*Interpersonal skill

\*Strong Work Ethics

\*Pro-active

\*Versatile

\*Time Management

\*Customer Relationship Management

* Finance executive with 2 years of experience in:
* Invoicing
* Bank Reconciliation
* MIS Reporting
* Process Training
* Team Management
* On-shore Customer Support
* Possess in-depth understanding of Accounts Receivables and Accounts Payables.
* Expertise in maintaining good relationship with the clients and key corporate decision makers.
* Well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve corporate goals.

**ATTRIBUTES**

WORK EXPERIENCE

* Organization: WNS Global Services, Pune (India)
* Duration: May 2013 – July 2015
* Designation: Associate - Operations
* Team: Cash Application

ROLE

* Worked under OTC Team (Account Receivables) in Travel vertical for American Automobile Association (USA).
* Creation of commercial invoices and posting payments.
* Bank reconciliation- matching payments received in bank with the payments applied.
* Reconcile bank accounts with invoices in order to identify open items.
* Managing AR Aging reports and publishes it to the client.
* MIS Reporting of Cash Applications Team – Daily and weekly productivity report.
* Assisting Billing Inquiries team in on-shore customer support calls.
* Responsible for evaluating work within team, coordination for service performance & maintain records for internal reporting.
* Carry out process induction to new joiners, as a Process Trainer, to help them understand business, client/customer deals & operations.

HIGHLIGHTS

* Won the Star Performer Award from the client for excellence in work.
* Recognition as Process Excellence for generating idea to implement automation tool.
* Part of the team who got technical system training from the client on new system transition.

STRENGTHS

* Excellent written and oral communication skills.
* Ability to work under minimal supervision and prioritize work.
* Strong analytical and problem solving power and ability to work under pressure.
* Maintain a good rapport with the client.
* Excellent inter personal skills.

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **YEAR OF PASSING** | **COLLEGE/SCHOOL** | **UNIVERSITY/**  **BOARD** | **PERCENTAGE** |
| P.G.P (MBA-finance) | 2013 | MIT College Of Management | MIT | 50% |
| BCOM | 2010 | Farook College, Calicut | Calicut University | 64% |
| HSC | 2007 | H.I.H.S.S | Kerala Govt. | 87.5% |
| SSC | 2005 | M.C.C.H.S.S | Kerala Govt. | 85% |

PROJECTS

* Organization : Kalliyath Steels Pvt Ltd

Title : Ratio Analysis

Designation : Accountant

Work Done : A study about the overall financial performance of the company

* Analyzing books of accounts
* Investigating the cash inflow and outflow
* Comparing different ledger balance with preceding and succeeding years
* Calculating different financial ratios
* Analyzing day-to-day affairs of the business
* Studying Working capital management
* Organization : Future Group, Big Bazaar

Title : Study on Retail Industry

Designation : Sales executive

Work Done : Appointed as a sales executive in the Big Bazar store to analyze and evaluate customer behavior, tastes and preferences. Analyzed the operations and day to day working of the store.

Studied the upward and downward flow of communication in the organizational structure.

Conducted a case study on the influence of advertisement in the retail industry.

PERSONAL INFORMATION

Date of Birth : 08-11-1989

Sex : Male

Nationality : Indian

Marital Status : Single

Languages : English, Hindi and Malayalam



**Gulfjobseeker.com CV No:** **1471818**