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| C:\Users\User\Time Line Personal Folder\glenda generoso\id pic.jpgAshvinAshvin.269811@2freemail.com **::****SUMMARY OF QUALIFICATION AND SKILLS** * BSc (hons) / License Technologique in Accounting and Finance. ( Include Advance taxation, advance performance management Portfolio management , computeriuze accounting 2. With 2years Experience in Finance field.
* Diploma holder in Business Administartion with specialization in Accounting and Fianance( Taxation, cost accounting, financial accountging, computerize accounting 1, financial institution and market.
* Cambridge High School Certificate
* Cambridge School Certificate

**Key attributes:**Self Starter& EnergeticWell OrganizedStrong Attention to detailStrong Interpersonal communication skills.Time ManagementAbility to work under pressure and to deadlines.Organizational skills and customer service orientation.Planning and organizing / Willing to learn and listenCustomer-Service oriented, initiative and can work under pressureAbility to work independently and part of a team environmentProficient in Internet browsing/research and windows software applications as follows: (MS Word, Excel, PowerPoint, Outlook, BAAN, ORACLE and EMAS)**::****PERSONAL DETAILS**Birthday: March18th, 1991Nationality: MauritianCivil Status: SingleLanguage Written & Spoken: English & FrenchDriving License: Since 2010. | **::****OBJECTIVES**A Career Oriented Position with a leading progressive professionally managed organization, where my professional experience will enable me to make a significant contribution, and where I will have the opportunity for personal growth and advancement commensurate with my proven capabilities & performance.A position in an organization where my Professional Expertise in abilities communication, Interpersonal and office management skills can be most effective utilized to achieve corporate objective and add value to the business.**::****WORKING EXPERIENCES****Aspen Global Incorporated** (GBS Plaza Grand Baie - Mauritius)**Finance Administration** (July 2014 up to present)Aspen Healthcare is a start up subsidiary of the JSE listed company Aspen Holdings in South Africa. In Dubai, the company operates out of the DuBiotech zone.Aspen Global geographic focus covers MENA, Europe &Rest of world. Aspen markets and sells both MNC brands as well as branded generics In addition to acquiring well established pharmaceutical brands within the region (and on a global basis with Aspen Group). Aspen also acquires existing companies with branded portfolios. The company is run by a management team based in Mauritius and leverages various partnerships throughout the area in supply, distribution, regulatory and commercialization of their portfolio. The key contributor to the company’s portfolio at this time are the ex GSK products Imuran, Zyloric, Eltroxin & Lanoxin as well as the ex MSD products Aldomet,Indocid and Aggratstat.**Main Responsibilities:*** Stock Managemnt
* Distribution of shipments in MENA countries
* Fix Asset Management
* Process Invoices
* Monitor Investment
* Intercompany Management
* Experienced also Supply Chain & Logistics for three month dealing with suppliers for order management from ordering up to delivery.

**Princes Tuna Mauritius Ltd (**Riche Terre – Mauritius**)****Accounting Administration (**April 2014 to June 2014**)**Princes Tuna is a global supply network and a portfolio of branded and customer own brand products, Princes is one of Europe’s fastest growing food and drink group. In 2015, Princes Tuna Mauritius (PTM) reaches agreement with Thon des Mascareignes (TdM) to create enlarged tuna processing operation in the Indian Ocean region.**As Accounting Admin*** Reconciliation of Bank statement
* Processing of Invoices
* Reconciliation of creditor’s statement.

**Supertote (**Port Louis – Mauritius**)****Teller (** March 2012 to December 2014**)****As Teller*** Customer Service - Provide quality customer service on every call.
* Betting service - Receiving inbound calls from customer and placing bets.
* Provide betting status to customers by taking information from relevant persons.
* Communicate clearly and effectively with customers.
* Answer customer questions, as well as question customers to obtain full understanding of what information is being requested

**Funny Traders (**Riche Terre – Mauritius**)****Sales Representative (** March 2012 to June 2012**)****As Sales Representation*** Manage customer Account.
* Arranges meetings and set agenda with stakeholders.
* Preparing requisitions, quotations for customer orders.
* Preparing letters, memos, various reports required by the management.
* Customer Service - Provide quality customer service.
* Management of orders and delivery.
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