**PROFESSIONAL OBJECTIVE**

Intend to build a challenging and stimulating position in management through visualizing personal growth and career development associating with an organization which provides an ambiance for learning and professional growth.

**EXPERIENCE SUMMARY**

* 1 year worked in finance as billing associates in an IT company
* 2 years of experience in Accounts and management.
* NBFC work experience.
* 1.5 years of experience as admin cum HR trainee.
* Good team leader controlled team size up to6.
* Good in “PeopleSoft” and advanced knowledge in MS office.
* Highly organized, excellent communication, analytical and team working skills.
* Flexible and versatile team players who will work hard in any environment.
* Quickly adapt to new environments and to continuously learn and apply new ideas.
* Ability to work independently or in a team.

**EDUCATIONAL QUALIFICATION**

* Master of Business Administration in HRM and Finance - (University of Calicut).
* Bachelor of Commerce -(University of Calicut).

**Computer proficiency**

* + **Post Graduate Diploma in Computer Application**

Microsoft Office, Visual Basics, General Internet usage - good at data collection and analysis from internet based search engines, Email Tools, HTML and experienced in all operating systems.

* + **Accounting software**

Peach tree and work knowledge of Tally.

##### PROFESSIONAL HISOTRY

**1.IGATE, Bangalore - Associates – Billing(March2012-March 2013)**

* Preparation of invoices as per the Client’s requirement and send to concerned people.
* Do follow up and help PM’s for timely closure of billing.
* Resolving disputes in billing and solving customer complaints.
* Work with appropriate personnel to ensure invoices are correct to capture accurate billing.
* For expense billing- collect supporting documents for invoicing.
* Send invoices for review Corrections Queues for error resolution. Release completed jobs as final invoices.
* Help AR team for collection.
* Tax application, monthly report preparation, and issue resolution with internal and external customers by handling queries.
* Responsibilities also included answering a multi-line telephone system and direct calls to people.
* Delivery of invoices to customers via various methods including physical mail, email and entry into customer portals.
* Ensure Billing is done within the specified timelines by Assist as needed on other invoicing personnel desk.
* Comply with overtime schedules as required by team lead.
* Help the customer by providing the needed documents from the company.

**2. MANAPPURAM FINANCE, Kerala –Junior Officer (Jun 2009 to May 2011).**

**Job Responsibilities –**

* Responsible for the administration and efficient daily operation of a full service branch office, including operations, lending, product sales, customer service, and security and safety in accordance with the Bank's objectives.
* Develops new deposit and loan business; provides a superior level of customer relations and promotes the sales and service culture through coaching, guidance and staff motivation; achieves individual and branch sales goals through new business sales, referrals and retention of account relationships.
* Good planner with abilities in devising effective strategy for augmenting business, thereby ensuring achievement of branch level targets.
* Plan for the day and week communicate to managers and subordinates.
* Responsible for attaining established Bank and branch goals through active participation in sales management and officer call programs.
* Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs.

**Accounts and finance**

* Manage budget and allocate funds appropriately
* Handled Invoicing, Receivables, payables and regular audits of the Branch.
* Expertise in accounts payable and accounts receivable verification system.
* Prepare monthly bank reconciliations in line with Bank statements. Check and verify debtor and creditor books.
* Verify daily transaction list, trial balance, error report, etc.
* Ensure that cashbook is properly maintained and updated.

**Customer**

* Ensure that all customer complaints have been addressed on a daily basis by interacting with regional office.
* Keep track of outstanding and overdue loans / payments and follow up with the concerned customers on repayment.
* Guide customer for right selection of investment/loan.

### Internal Processes

* Conduct meetings with branch employees for 10-15 minutes every morning (about the issues related to the previous day / new circulars received from Head Office etc)
* Maintain attendance report at the end of the day.
* Ensure voucher authorization; issuance of cheques, and chits.
* Ensure that proper internal control procedures with respect to gold loan, loan against securities and deposits are complied with.
* Ensure that money transfer has been done at the branch according to norms of company.
* Ensure that KYC norms are strictly followed during transactions
* Obtain periodic bank statements; ensure preparation of bank reconciliation, other documents and timely submission to AO before 15thofevery month.
* Comply with the company’s auction procedure during auctions.

### Learning and Growth (HR)

* Support the HR team by Recruiting and placing the right candidate for the offices and HO.
* Conduct assessment of Learning and Development and other training requirements to ensure employee competence to their assigned tasks.
* Provides leadership, induction, training and supervision; delegates day to day operations.
* Set goals; review and manage performance; guide, counsel and provide feedback to subordinates on performance so as to ensure a motivated and committed team.

# SOLAR PLASTICS–HR Trainee (October 2007 to 2009 March).

(**Government Approved, Kerala**)

**Key responsibilities:-**

* Handled all actives of management like receiving orders from customers through sales and proceeds production as per customer wants and provide on time. Deal with payments processing with their specifications and Cultivated strong customer relationship.
* Assist the managers for developing HR policies and procedures including appropriate compensation and incentive structures.
* Develop appropriate reporting mechanisms to management of the company Work to position as a leader in place to work.
* Assist managers and advice employees regarding HR issues.
* Recruitment and arrange for training and develop and place and assist the employees till induction.
* Ability to Check and verification of vouchers, bills, and daybooks.
* Ability to keep Attendance Registers, Salary Statements and bonus of employees.
* Coordinated and cooperated with team to do work on time.
* Ensuring effective utilization of personnel.
* Arrange for the stationary and other miscellaneous work and get it done for smooth functioning of office.
* Maintenance of all employee details and files.
* Facilitation of communication between personnel and management.
* Evaluate performance of employees and Implemented of career progression plans of employees.
* Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries.
* File papers and documents undertake other duties such as banking, credit control or payroll functions.
* Maintain management information system.
* Other duties as assigned.

**PROFESSIONAL CERTIFICATONS**

* Secured Certificate in Entrepreneurship provided by Kerala State Productivity Council.
* Secured Certificate in Logistic Management provided by Centre of Logistics Excellence.

**CO-CURRICULAR ACTIVITIES**

* Served various responsibilities in colleges and schools level
* Member of economic time’s club.
* Joint convener of south-Indian management meet“NSM-KARMA-06”

**PERSONALDETAILS**

Date of birth : 25-11-1983

Nationality : Indian

Sex : Female

Marital Status : Married

Languages known : English, Hindi, Malayalam & Tamil

**First Name of Application CV No:** **1666218**

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