**SAILAKSHMY**

**Seeking suitable positions with a growth oriented organization in the areas of:**

* **Banking**
* **Financial Management**
* **Insurance**
* **Administration**
* **Operational Management**
* **Customer**

**Work Experience**

* Working with **AC NIELSEN, SHARJAH** from November 2014 onwards.

The AC Nielsen provides measurement and analysis of marketplace dynamics and consumer attitudes and behavior. The Company provides two major services for its Manufacturer and Retailer clients in the Region – Retail Measurement and Consumer Research.

* Interacting directly with consumers by conducting market research and survey.
* Presenting the findings of the research and questionnaire.
* Interacting with consumers for major clients like Etisalat, Du etc.
* Conducted several surveys to know the basic customer satisfaction in different fields.
* Worked with at **M/S PUTHRAN AUDITORS**, a leading auditing firm in Dubai from June to September 2013.
* Audit Assistant to Senior Auditor to Audit various Multinational Companies.
* Assist Statutory Audits of Public Sector Banks and Companies.
* Worked as Accounts Assistant with **M/S FIBRETECH MANUFACTURING,** a leading manufacturing company of Environmental Products from April 2011 to September 2012.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts and ledgers in a computerized environment.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Assist Payroll related jobs.

**Educational Qualification**

**Pursuing MBA in Finance with Amity University, Dubai**

**B.B.A Banking and Insurance** from **Amity University, Dubai** with a CGPA of 9.07

Class XII (Commerce Stream) from **Sharjah Indian School** (C.B.S.E Board) in 2011

Class X from **Our Own English High School, Sharjah** (C.B.S.E Board) in 2009

**Additional Qualification**

Completed Diploma Course in Tally from Career Campus Sharjah.

**Computer Proficiency**

* Proficient in operating systems like Microsoft Windows XP, Vista ,7&8
* Proficient in Microsoft Word, Excel, Power Point, Adobe
* Accounting package-Tally

**Personal Details**

Date of Birth : 06st June, 1993

Languages Known : English, Hindi, Arabic and Malayalam

Date of Birth : 11 December 1993

Nationality : Indian

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