|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asiya  [Asiya.307709@2freemail.com](mailto:Asiya.307709@2freemail.com)  Finance Manager | | | | | | | | | | | |
|  | | I am corporate finance professional with extensive experience, highly adept at the implementation and management of financing systems and procedures. I have proficiency and experience in activities like reviewing financial reports, monitoring accounts and preparing activity reports & financial forecasts. I am looking forward for an opportunity to work in dynamic environment which appreciate my skills and expertise. | | | | | | | | | |
|  | **Work** Experience | |  | Skills | | | | | | | |
| **Manager Finance**  Global Infra and Engineers Pvt Ltd.July ’16till date  Core Duties:   * Preparation of CMA. * Manage fund raising process for the company. * Coordinate with bankers, NBFC and financial institution for funding process. * Review legal documentation with bankers and financial institution * Ensure Pre commitment condition & Pre disbursement condition compliance with the bankers.   **Senior Executive** Dolphin Capital ( Financial Service) August ’15 -March’16  Core Duties :   * Manage multiple projects for Project Funding * Deal with banking products such as Term Loan, Cash Credit, Bank Guarantee, Construction Finance, Loan Against Property, Acquisition * Coordinate with various Banks, NBFC and financial institution for funding to the companies * Preparation of New Business Group format for the multiple projects * Preparation Credit Monitoring Analysis * Direct Sales Associate tie up with Banks and NBFC   **Finance Executive**  Jinbhuvish Power Generations Private Limited July’13 – April’15  Core Duties :   * Manage project appraisal, entity appraisal, due diligence work etc. * Liaise with the banks for working capital requirement. * Coordinate with Financial Institution to meet the financial closure & receiving final sanction letter * Responsible for handling and solving financial queries * Review legal documentation with bankers and financial institution * Negotiate the Terms & Conditions * Ensure Pre commitment condition & Pre disbursement condition compliance with the financial institution * Coordinate with financial institution/ consultant for the projects loans/ CLA work * Coordinate with Legal Lender Council for finalizing the drafts of financing documents * Coordinate with the banks for the proposal of Bank Guarantees * Coordinate with the banks for SBLC * Coordinate with the Government authority for the clearances & coal linkage * Develop and maintain complete and accurate supporting information for all financial transaction * Conducting Meetings | | |  | | | | 1-2-3-4-5-6-7-8-9-10 | | | | |
| Data Interpretation | | | |  | | | | |
| Financial Knowledge | | | |  | | | | |
| Coordinations | | | |  | | | | |
| Generating Leads | | | |  | | | | |
|  | | | | | | | | |
|  | Strengths | | | | | | | |
|  | | | | | 1-2-3-4-5-6-7-8-9-10 | | | |
| Analytical Ability | | | | |  | | | |
| Leadership | | | | |  | | | |
| Team Player | | | | |  | | | |
| Communication | | | | |  | | | |
| Certifications  * Best Performer Certificate in Board Meeting by AMSIMR * 6 Day training in Future Group * Event Management Certification from AMSIMR * Attended Seminar on leadership  Extra Curricular Activities  * Actively involved in managing college program * At school level participated and won in allocation competition and sports | | | | | | | | |
|  | **Education** | |  | | | Languages | | | | | |
| * MBA (Finance) From Mumbai University in 2013 * B. Com. From Mumbai Unviersity in 2010 | | |  | | | | | | Reading | Speaking | Written |
| English | | | | | | A | A | A |
| Hindi | | | | | | A | A | B |
| Marathi | | | | | | A | B | B |
|  | | | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |

Signature