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| Asiya 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 dateCore 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’16Core 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’15Core 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
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|  | **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 |
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Signature