**V I S H N U**

**VISHNU.336988@2freemail.com**

**CAREER OBJECTIVE**

To pursue a career in a challenging & healthy work environment where I can utilize my skills & knowledge efficiently for the growth of Organisation. Looking forward to work hard with full dedication to build an aspiring career path.

**PROFILE SUMMARY**

* 2+ year of experience in the field of Customer Service, Insurance Consultant, Finance & Administration in India and Singapore
* Qualified with Bachelor’s Degree in Commerce [ B.Com]
* Can Handle Accounts up to Finalization
* Highly reliable and responsible pertaining to the matters of work
* Ability to meet deadlines and work under pressure
* Excellent Communication & negotiation skills
* Self- motivated, comfortable in taking initiative and working independently
* Appreciations for exceeding target of 300 files/8 Hours

**EMPLOYMENT HISTORY**

* Insurance Consultant- Sutherland Global Services, India [October 2015 - December 2016]

**Protective Life Corporation** Birmingham, Alabama (Client)
**Job Responsibilities** :

* Verification of Insurance Policy Data as per client requirement.
* Data Backup of clients
* Ensure proposed insurance meet the requirement
* Submit compressed details to the Vendor site
* PMT follow up & MIB
* Office Administrator- Senthosa Group of Hotels, Singapore [ August 2012 - December 2013]
**Job Responsibilities :**
* Coordinate the Accounts Division; ensure that all accounts responsibilities are handled efficiently and effectively
* Receive and record invoices, arrange payments
* Data entry of cash, bank, sales, purchase and journal
* Managed all petty cash and office supply expense accounts
* Checking of sales invoices, purchase invoices, banking transactions, cash transactions, accruals and provisions posting
* Verification of customers ledger balances report
* Verify day to day bank transactions and day to day cash transactions reports
* Assist in payroll and Management reporting activity
* Verify recorded transactions and report irregularities to Manager
* Engineering Trainee - Southern Pilot Training Academy, India [August 2011 -December 2013]
**Job Responsibilities :**
* Engineering- Ground Support
* Marshalling

**PROFESSIONAL QUALIFICATION**

* Master of Business Administration [MBA] - Singapore [project to be completed for award of Degree]
* Bachelor of Commerce [B.Com] - India
* High School - Science [ Stream] - India

**COMPUTER SKILLS**

* MS Office
* Tally
* Citrix Virtual App
* Word

**PERSONAL DETAILS**

Date of Birth 19th  January, 1988
Marital Status Single
Nationality Indian
Languages English, Hindi, Tamil & Malayalam
Visa Status Visit Visa ( Valid till 15th March 2017)

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