

Contact HR Consultant for CV No: 342034

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**PROFILE SUMMARY**

* A dynamic professional offering nearly 3 years experience in spearheading Financial & Accounting Functions and banking field.
* A planner with proven ability to develop short & long term strategies, improve operations, impact business growth and maximize profits
* Instrumental in handling activities like financial/ cost management, resource allocation & performance measurement
* Skilled at handling & executing operations entailing all accounting services & functions through supervising accounting sections
* Adept in designing and implementing systems/ procedures to achieve financial discipline and enhance the overall efficiency of the organization
* Keen analyst with good negotiation & relationship management skills and abilities in liaising with banks, financial institutions, regulatory authorities & agencies

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| **CORE COMPETENCIES** |  |  |
| ~Financial Mgt. & Control | ~ Fund Management & Control | ~ Resource Planning & Deployment |
| ~General Administration | ~ Banking Services | ~ Credit Quality Analysis |
| ~Customer Relationship Management | ~ Bank Lending Proceedures | ~ Portfolio Management |
| ~Financial Market and Trends | ~ Financial Risks Analysis |  |

**WORK EXPERIENCE**

**July’2010 –Dec’2011with Sevana Medineeds,Kerala as Accountant**

**Role:**

* Administering activities like:
	+ Management of Accounts Receivables with emphasis on timely invoicing and following up collections
	+ Management of Accounts Payable and releasing payments to creditors monitoring companies fund position
* Accountable for preparing Material Cost, Payroll Cost, Other Direct Costs and Allocation of Overhead Expenses
* Verifying physical of closing stock & maintaining records
* Apply accounting techniques and standard practices to the classification and recording of financial transactions.
* Handle all transactions relating to banking – fixed deposit, interest, payment etc
* Effectively interacting with managers, colleagues and public for information and guidance.

**October’09–June’2010 with New India Builders Designers And Contractors, Kerala as Draftsmen(Civil)**

**Role:**

* Produce client drawings from design ​information, per specifications, and in accordance with good industry practice
* Create and modify solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering​.
* Assist in the review and recording of shop drawings.
* Obtain all necessary approvals and reviews of project design data June 2008-present
* Prepared technical drawings and plans.
* Checked drawings for conformity and accuracy.
* Made adjustments and changes to a variety of detailed drawings as necessary.
* Developed specification control drawings.
* Prepared bill of materials and parts list.
* Maintained organized records of active projects developed multiple view drawings.
* Broke down information provided by verbal or written instruction and or sketches.
* Approved layout and preliminary design.
* Provided updates on project documentation in team meetings. August 2008 – Present.
* Completed design work including schematics and cost estimates for in-house projects. Prepares engineering support for in-house projects. Conducted research such as deed or property studies and special reports needed to complete architectural projects. Performed an array of administrative duties related to architectural construction projects such as: code and zoning research, review contractor payments and utility bills, monitor project budget, and coordinate utilities installation.



**Feb’08–May’2010 with ICICI Bank,Kerala as Customer Relationship Officer cum Managing Bank Accounts**

**Role:**

* Inquiries and requests on banking products and services such as savings, cheque, business and loan accounts, telephone banking and internet services.
* Inquiries about death and disability insurance and income protection
* Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges.
* Open new accounts/Closing accounts
* Alterations to existing savings and cheque accounts
* Inquiries for home, car and personal loans
* Inquiries on internet services
* Handling cash transactions and cash balancing
* Promote bank products and services
* Identify customer needs
* Refer customers to appropriate banking services and representatives.
* Refer customers who request to open business accounts and business credit cards to Customer Service Supervisor
* Refer customers who request loan, superannuation and insurance products to a financial adviser or financial planner

**ACADEMIC DETAILS**

2011 B.Com. With Computer Application

Doing MBA FINANCE

**TECHNICAL QUALIFICATION**

AUTOCAD (Civil) from Tweens Multimedia Ernakulam

(Passed in Autodesk online exam both Associate &Professional and also have skills in 2D,3D and REVET)

**OTHER CREDENTIAL**

● Won First position in the State Ball Badminton Championship held at Neyyattinkara, Trivandrum District

Kerala(2004)

* Won Third position in the Shuttle Badminton (Inter University Meet)held at Kolenchery, Ernakulam District Kerala(2008)
* Won first position in school competitions for Games, Sports, Arts and also member of Bharat Scout & Guides
* Participated in National Throw Ball Championship held at Erode,Tamil Nadu

**IT SKILLS**

* Windows XP, MS Office (Excel, Word & PowerPoint), Tally 6.4 & Internet Applications