**RESUME**

**NEELOFAR**

**Neelofar.373196@2freemail.com**

**OBJECTIVE**

To strive hard to achieve the best of my performance while being a part of an esteemed organization where I can uphold my sense of ethics and moral, along with career advancement in every venture.

**PROFILE**

Professionally qualified with M.com specialization in Finance. Worked as **Inventory funding Coordinator-HDFC Bank Ltd, Worked** as Administrative Executive in Coral line Sea foods Trading. Persuasive communicator and adroit at analyzing the organization requirements.. Highly ethical, trustworthy and discreet. Successfully completed training as Accounts trainee (clerk) from The Travancore Cochin Chemicals Ltd.Cochin Kerala.

**WORK HISTORY**

**Administrative Executive - Coral line Seafoods Trading (Duration 1-06-2016 to 12-05-2017)**

Duties and responsibilities

* Providing apt and accurate information to the clients and thereby maintain a healthy relationship
* Sourcing and marketing all varieties of seafood’s to the international markets
* Built customer confidence and protected operations by keeping information confidential
* Contributed to team effort by accomplishing assigned work as requested and on schedule
* Contacting banks regarding any financial queries.
* Processing a high volume invoices.
* Handling all telephone inquiries relating to accounts payable issues.
* Processing daily cash receipts.
* Collecting all invoices and obtaining approval for payment.
* Matching, batching and coding invoices.
* Maintain salary register in MS-EXCEL.

**TW-Inventory funding Co-coordinator- The HDFC Bank Ltd (Duration-26/06/2015-18/05/2016)**

Duties and responsibilities

* Managing Two wheeler inventory funding in Kerala
* Processing the indents of Tw dealers in Kerala
* Communicate with dealers regarding over dues, documents etc.
* Clarifying the dealer queries and managing their day to day financial requirements.
* Initial level of document verification and processing the same for INF proposal
* Managing and guiding a team for processing the indents and resolving the issues with respect to the same.

**Accounts(Clerk) – The Travancore- Cochin Chemicals Ltd.**

**(Duration-10/05/2012-05-06-2013)**

Duties and responsibilities

* **Assist filing duties**
* **Documentation**
* **Help to organize office activities**
* **Perform basic book keeping duties**

**COMPUTER PROFICIENCY**

* Certificate Course in Tally (Computerized Accounting)
* Certificate Course in Programming techniques, MS- office.

**EDUCATIONAL CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Year of Study** | **College/school** | **University** | **Percentage Acquired** |
| M.Com(Finance) | 2010-2012 | The Cochin College | M.G University | 76 % |
| B.com (Taxation) | 2007 – 2010 | The Cochin College | M.G University | 78% |
| Plus two (commerce) | 2005-2007 | Sacred Heart Higher secondary school, Thevara,Ernakulam | Kerala State Board | 89% |
| S.S.L.C | 2004-2005 | St. Mary’s Anglo Indian Girl’s High School,Fort Cochin. | Kerala State Board | 85% |

**PERSONAL DETAILS**

Marital Status : Married

Date of Birth : 5/10/1989

References : Will be furnished on request

**DECLARATION**

I hereby declare that the information provided above is true to the best of my knowledge.