**Remya**

**CIMA Adv. Dip MA**

Email: remya.379692@2freemail.com

**Qualifications**

* **CIMA Advance Diploma in Management Accounting** from Chartered Institute of Management Accountant, UAE in May 2017.
* **CIMA Diploma in Management Accounting** from London School of Business and Finance, CIMA Chapter, London, UK in May 2015.
* **PGDM** (**Finance & Marketing**) :DC School of Management and Technology, India, 2010
* **B Com with Taxation** : Kerala University, India, 2008

**Profile**

Dynamic and Result-driven CIMA professional with strong Management Accounting and Planning skills with over 3 years experience in Finance Management, Client Management and Administration. Technically adept and have the ability to work with tight deadlines in a fast paced environment, and aiming towards continuous professional development.

**Skills**

* Excellent analytical ability and attention to details.
* Proficient in Financial statement analysis and preparation, Account Reconciliation, Forecasting, and Budget Preparation.
* Effective project management with ability to multitask in a fast paced environment
* Technical Issue resolution and Performance reporting.
* Problem identification and Solution Development.
* Excellent communication skills and results driven approach
* Proficient in ERP, Tally, MS Office and Outlook

**Career Summary**

* **07 months - Assistant Manager**, Techno Marine Ship Repairing LLC, UAE
* **2 Yr. 08 months - Assistant Manager,** The South Indian Bank Ltd, India
* **04 months – Admin Assistant,** Internship**,** Samson PLAB Academy, London

**Career Details**

**Techno Marine Ship Repairing LLC, UAE** July 2016 – Jan 2017

Assistant Manager

* Preparing monthly financial statement.
* Budgeting (CAPEX & OPEX), Invoicing, Procurement, Provision of Services, cost control and comprehensive analysis of financial performance.
* Quality assurance in line with company and Government regulations and guidelines
* General ledger, Bank Reconciliation and Working Capital management.
* Prepare and maintain Job Cards, keep track of job audits completion. Prepare Delivery Order, Work Completion Certificates, and Credit Notes.



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* Prepare Purchase Orders for services and products required and subsequently review validity of invoices claimed by vendors.
* Audit purchase requests for materials, supplies, and equipment and verify the orders.
* Investigate and resolve billing discrepancies or misapplied cash transactions
* Discussing business contracts and costs with Clients and Management.
* Conducting business reviews to ensure clients are satisfied.
* Updating CRM on regular basis to ensure other staffs are aware of the progress and changes.
* Negotiate best deals and favorable contractual terms with Sub-contractors on procurement, credit facilities and Service Level agreements
* Tracking, renewal of CID Clearances and Port formalities for staff, technicians for on-board vessels at various ports of UAE
* Ensure compliance to ISO standards, Maritime Codes & regulations and statutory requirements.
* Management of staff residency documentation, payroll and Leave Scheme.
* Relationship management with clients, shipping agents and companies.

**The South Indian Bank Ltd, India** May 2010 – Dec 2012

Assistant Manager

* Created and approved Internet Banking IDs and passwords for Bank Clients
* Liaise with Third Party Business of the Bank (Life Insurance Section)
* Payment Aggregator setup for Internet Banking to ensure convenient online transaction experience.
* Liaise with IT Department to improve Internet Banking Product Feature based on customer feedback.
* Assisted Branch Heads and Regional Marketing officers with cross selling along with Internet banking and Life insurance products of the company.
* Organized training for RMOs
* Set yearly targets for Internet Banking and LIC Products.
* Monitored achievement of sales targets and profitability and took corrective measures where required with support from regional and corporate managers.
* Designed and launched campaigns for bank branches to increase sales.
* Designed reward systems and rewarded best performers at branch and corporate level.
* Performance audit of various branches and RMO's and provide suggestions and corrective measures to achieve the targets
* Conducted regular meetings and prepared and submitted reports to higher officers.
* Editor of Corporate Marketing Newsletter, including content creation and publishing on monthly basis.

**Internship during study in UK**

**Samson PLAB Academy, London** Oct 2014 - Jan 2015

Admin Assistant

* Company finance management, accounting and reporting.
* Updated & Sorted Client records in the Company Intranet Perfect Books Software and ensure they are in order.



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* Day to day administration, Admission for the prospective Doctors / Dentists who wish to pursue the course with the academy.
* Managed Admissions, accommodation for Doctors, study materials, online Skype Classes, practice sessions, organized and assisted in conducting mock examinations.
* Procured medical equipment' for the academy to assist study and practice for students.

**Personal Profile**

Nationality

UAE Driving License

Language Proficiency

: Indian

: Light Vehicle

: Read, Write, Speak (Fluent) – English, Malayalam, Hindi

Basic Knowledge – French

References available upon request



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