

**YAMINI**

E-Mail: yamini.381189@2freemail.com

Current Location: Sharjah, UAE

CAREER OBJECTIVE:

* Seeking suitable opportunity, where the knowledge and experience gained can be better utilized towards further growth of the organization in a manner mutually beneficial.

SUMMARY:

* Highly efficient individual with an overall experience in the field of Accounting, Finance & Company secretary.
* First amongst a team for On-job training (OJT) in Manila, Philippines
* Thorough understanding of company secretarial, financial and administrative process.
* Possess an ability to establish and maintain excellent relations with customers, vendors, agents.

SKILL SET:

* Corporate Compliance
* Financial Reporting
* Accounting
* Auditing
* MIS reporting
* Due Diligence
* Team Collaboration
* Interpersonnel Communication
* Liaison & Coordination
* Client Communication

LANGUAGE SKILLS:

* Can speak, read & write English, Hindi & Telugu

EDUCATION:

|  |  |  |
| --- | --- | --- |
| **Class** | **Board/ Institute/ College** | **Year of passing** |
| Company Secretary | Institute of Company Secretaries of India (ICSI) | 2013 |
| Bachelor of Commerce | Dr.B.R.Ambedkar Open University | 2012 |
| Diploma in Industrial Accounting | Institute of Computer Accountants (ICA) | 2008 |
| MPC | Ideal Jr. College | 2006 |
| SSC | Monsford Grammar School | 2004 |

WORK EXPERIENCE:

|  |  |
| --- | --- |
| **Organization** | **Designation** |
| Cupola Teleservices, Dubai, UAE  | Customer service executive |
| Manjeera Constructions Limited, India | Company Secretary & Compliance Officer |
| Genpact, India | Process Associate |
| HSBC, India | Financial Analyst |
| Popat&Popat Associates | Secretarial cum finance Executive |
| Popat&Popat Associates | Internship |

RESPONSIBILITIES:

***At Cupola Tele Services***

* Answer calls professionally to provide information about products and services.
* Take/ cancel orders, or obtain details of complaints.
* Keep records of customer interactions and transactions.
* Respond to customer queries through emails.
* Record details of complaints, comments, and actions taken.
* Follow up with customers to ensure that appropriate actions were taken on their requests.
* Refer unresolved customer grievances or special requests to designated departments for further investigation.
* Learn about new products/services of the company
* Liaising with the sales Supervisor

***At Manjeera constructions Ltd.***

* Arrange Board, Committee & Annual general meetings.
* Maintaining statutory registers, books, documents, and records.
* Preparing notice and agenda of the meetings.
* Preparation of Minutes of the Meetings of Board of Directors.
* Preparation and presentation of project reports of Company.
* Ensuring Due diligence.
* Compliance of organizational policies and procedures.
* Filing of statutory reports with authorities.
* Coordinate with internal and external departments.

 ***At Genpact***

* Auditing of Travel & Entertainment and Purchase card expenses of the client employees. On-job training (OJT) in Manila, Philippines for T&E, P card Audit.

***At HSBC***

* Analyzed financial statements for assessing the creditworthiness of the corporate.
* Spreading the financial statements, including balance sheet, income statement and cash flows.

***At Popat&Popat Associates***

* Projection of the financial standing of the company.
* Credit Monitoring Analysis(CMA) financial estimates and forecasts.
* Financial follow-up report (FFR)
* Maintaining Statutory registers, records & documents.
* Preparation & presentation of project reports of Company.
* Preparing notice and agenda of the meetings.
* Conducting meetings, preparation of Minutes of the Board Meetings.
* Compliance of applicable laws, company policies & procedures.
* Ensuring Due diligence.
* Liaising with clients, business associates, Stakeholders and customers.

TECHNICAL SKILLS:

* + Well versed with Microsoft applications like CRM, Word, Excel, Power point & Outlook.
	+ Worked on Quickbooks- accounting software

PERSONALDETAILS

* Date of Birth: 11/11/1988
* Nationality: Indian
* Hobbies: watching movies, modelling & cooking