**JYOTI**

Contact Detail:

**Jyoti.382204@2freemail.com**



**Profile Summary**

A highly motivated individual with strong background in financial services and accounting, with exposure to working with various industries and territories. Has the ability to work with minimal supervision and can adapt to a multicultural work environment

**Qualifications**

* CFA Level 3 Candidate- Edge Institute Dubai 2018
* Bachelor of Business Administration -ECMIT Dubai 2004

**Skill Highlights**

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|  Financial Due Diligence |  Compliance and Risk Management |
|  Operational and Credit Analysis |  Research (Technical, Tax and Legal) |
|  Financial Reporting and Accounting |  Tally 8 |
|  Budget and Monitoring |  MS Office (Excel, PowerPoint, Word, Projects) |

 Financial Modelling

**Work Experience**

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| **Import and Export Assistant** | July 2013 – March |
| **Al Maya Group, Dubai** | 2014 |

* Handled various accounting transactions.
* Processed exchange and foreign currency.
* Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.
* Organized and removed online banking files no longer in use.
* Reviewed files, records and other documents to obtain information and respond to requests.
* Executed customer transactions, including deposits, withdrawals, money orders and checks.

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| **Administration and Accounts Assistant** | June 2008 – |
| **E-My Property Development, Dubai** | December 2010 |

* Partnered with CFO to create and revise annual budget for Program services.
* Managed team of three direct reports responsible for ongoing product optimisation, account management and ad placement on company website.
* Maintaining daily accounts
* Accessed computerised financial information to answer questions relating to specific accounts.
* Reviewed files, records and other documents to obtain information and respond to requests.
* Supervised marketing department's monthly analysis of customer acquisition data and campaign performance.
* Assigned tasks to associates, staffed projects, tracked progress and updated managers, partners and clients as necessary.
* Developed and executed marketing programmes and general business solutions resulting in increased company exposure, customer traffic and sales.
* Prepared customer and ATM cash and change orders.
* Answered telephone inquiries on banking products including checking, savings, loans and lines of credit.

**Personal Details**

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| Nationality | : Indian |
| Date of Birth | : 25th March 1984 |
| Gender | : Female |
| Visa Status | : Father Sponsored Residence Visa |
| Languages | : English, Hindi and Sindhi |
| License | : Holding a valid UAE driving license |
| References | : Available on request |