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|  | ***Augustine Accounts/Operations Assistant***  [**augustine-392532@2freemail.com**](mailto:augustine-392532@2freemail.com) |  | |  |
|  |  |  | |  |
| Qualified professional with proven track record of hitting set targets, strong ability to maximize business opportunities and remarkable skill in delivering greater service. Admired and valued for top quality management support in handling daily operations including stock control, procurement, supplier relations and customer service. Possesses sound business and commercial acumen effectively utilized in facilitating market analysis, devising and employing strategic plans for business development, streamlining activities to heighten operational efficiency, and managing exceptional client relations. Goal-driven leader with problem solving, decision making, planning, monitoring, organizing, coordination, communication and interpersonal skills. Keenly interested to explore a challenging work profile with a progressive enterprise where experience, knowledge and skills will be utilized and further developed. | | | |  |
| **STRENGTHS** | | | |  |
|  |  Professional Degree in Finance & Marketing |  | Well versed with Tally ERP 9 |  |
|  |  Adept in Business Operations Administration |  | Strategic Planning – Business Development |  |
|  |  Solutions Implementation – Process Improvement |  | Versed in Market Analysis & Report Preparation |  |
|  |  Team Management & Supervision Abilities |  | Exceptional Client Relation Management |  |
|  |  Strong Commitment to Service Excellence |  | Result Driven – Client Focused Personality |  |

**QUALIFICATIONS**

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| ***MBA (2014)***  ***Mahathma Gandhi University,India*** |
| ***Bachelor of Commerce (2012) Mahatma Gandhi University***, ***India*** |

**WORK EXPERIENCE SNAPSHOT**

# Currently working as Accounts/Operations Assistant Gulf Way Cargo LLC,UAE (Corporate Office) Jan 2019 till Present

* **Worked with Transform Specialist Medical Center as Accounts/Admin Executive , UAE Jan-August 2018**
* **Assistant Manager (Ops) Kotak Mahindra Bank LTD,INDIA ( 2016-2017)**

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| **AREAS OF EXCELLENCE**  ***General Management Support – Accounts/Operations Executive*** |
| * Posting and processing journal entries to ensure all business transactions are recorded * Preparing of Petty cash & reporting to higher management. * Assist senior accountants in the preparation of monthly/yearly closings. * Updating accounts payable and perform reconciliations. * Requesting Quotations and issuing of LPO. * Booking of expenses in Accounting Software * Reconciliation of Cash/Card/Insurance/Bank on daily basis. * Generating of MIS reports to Management. |

* Liaison between customers and internal teams
* Preparation of Invoices
* Controlling income and expenditure.
* Preparation of Data for VAT filing.
* Maintain executive appointment schedule by planning and scheduling meetings, conferences and travel
* Developed the ability to produce ledger enquires and gained experience handling supplier accounts.
* Preparation of Logistics account reports & properly forwarding them to higher authorities.
* Provide IOR & EOR services for other freight forwarding companies.

**PROVEN JOB ROLE**

## Executive.

***Kotak Mahindra Bank Ltd ( operations)***

* + Acquisition of new accounts (CASA)
  + Cross selling of products to existing customer base
  + Demonstration of products provided to the specified end-users
  + Work as a principle company’s product specialist
  + Selling of various banking products like Overdraft, Business loan, Housing loan, credit cards to new and existing customers.
  + Clarifying and specifying the product details to the clients.
  + Maintaining good banking relationship with customers.
  + Timely preparation of responses from regional sales managers/customer service and lighting agents.
  + Coordinating with operations people in payment posting process.
  + Give suggestions and opinion to the higher authority for placing advertisement..
  + Perform aggressive sales, marketing, business development, results-oriented client relations and customer service. Use customer service skills to heighten sales opportunity of each customer contact.

**PROFESSIONAL DEVELOPMENT**

* *Received Various* ***Awards and Recognitions*** *for outstanding performance.(****Kotak Mahindra Bank LTD)***
* *Presented a Seminar on the topic “Product Management” at Bharat Matha college, India*
* Presented *Impact of Foreign Direct Investment* on a three-day International Seminar.

**PERSONAL DETAILS**

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| *Nationality : Indian* | *Marital Status : Single* | *Languages :English, Hindi & Malayalam, Tamil* |
| *Date of Birth : 15th April 1990* | *Driving License : Indian* | *Visa Status : Employment Visa* |