**JOBY**



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| **Contact Details** |  |

**EMAIL :** **joby-393495@2freemail.com**

VISA STATUS : VISITING

**SPECIALIZED IN FINANCE AND MARKETING**

**CAREER**

**OBJECTIVE**

**WORK**

**EXPERIENCE**

**JOB PROFILE**

**KEY SKILLS**

**EDUCATIONAL QUALIFICATION**

**ADDITIONAL QUALIFICATION**

To join an organization where I can exhibit and explore my skills along with the team which will in turn lead to the organizational development.

FINANCE EXECUTVE

 (6th September 2017 to 6th October 2018)

* Share trading on behalf of clients.
* Advising clients on their investments and managing their overall financial portfolio.
* Providing trading recommendations and accurate updates of information on time to the clients.
* Analysis of portfolio of clients on daily basis.
* Third party product selling like insurance, mutual fund.
* Bringing new clients to the organization.
* Conducting investor’s awareness programs in public and private organization.
* Increase the B2B sales volume.
* Providing training to the college students as per their curriculum.

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|  |  | Accounting vouchers |  | Documentation |  |
|  |  | Receivables & Payables |  | Petty cash management |  |
|  |  | Inventory management |  | Financial analysis |  |
|  |  | Payroll management |  | Budget & Finance |  |
|  |  | Bank reconciliation |  | Auditing and Taxation |  |
|  |  | Report preparation |  | Marketing and Sales |  |
|  |  | Financial statements |  | Client relations |  |
|  |  |  |  |  |  |

* Master of Business Administration (MBA) Kannur University, India.
* Bachelor of Commerce (B.Com) Kannur University, India.
* Plus two, Kerala Board.
* SSLC, Kerala Board.
* Diploma in Financial Accounting (G Tech, Kerala).
* Certificate in International Financial Accounting (IIA,Kerala).

**COMPUTER KNOWLEDGE**

**PERSONAL**

**ATTRIBUTES**

**PERSONAL**

**DETAILS**

* MS excel
* MS word
* MS power point
* Tally ERP 9
* Peachtree
* Confident to do any accounting software.
* Able to plan, prioritize and implement activities.
* Dedication, hard work, punctuality.
* Patience.
* Inclined to learn.
* Dedication to work.

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| --- | --- |
| Date of Birth | : 19/11/1992 |
| Gender | : Male |
| Nationality | : Indian |
| Marital status | : Single |
| Religion | : Christian. |
| Language known | : English, Malayalam, Hindi& Tamil |
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**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place**:** Dubai Joby

Date :