**Curriculum Vitae**

**Divya**

Divya-393666@2freemail.com

Dubai

* **Objective**

Seeking a position to utilize my skills and abilities in organization that offer’s professional Growth while being resourceful, innovative and flexible.

* **Qualification**

- MBA in FINANCE from BARKATULLAH University, in 2009-2011, 73%

- B.Sc. (Computer Science) from BARKATULLAH University, in 2009, Secured 77%

- Class 12 CBSE scored 70.4%

- Class 10 CBSE scored 78%

* **Work Experience**
* **As Assistant Branch Head in India from August 2012 to February 2014.**
* Report immediately to the branch head in the Management department
* Direct interaction with the clients.
* Prepare letter of correspondence.
* Making sure to meet the deadlines.
* Manage the cash reserve, sanctioning loans
* Creating new customers profile.
* Maintains HNI list.
* Checking NPA and do the alternates
* **As an accountant in India from March 2012 to July 2012.**
* Documents financial transactions by entering account information
* Prepare invoices and daily updating
* Making RTGS and NEFT transactions
* Monitoring stocks
* Report to management regarding the finances of establishment.
* **As a Trainer at SHWEF (NGO) from December 2011 to March 2012**
* Maintaining data records and arranging them in tabular form
* Preparing presentations for Government projects.
* Visiting under privileged area and concerning with their issues.
* **Technical skills**
* MS Office
* C language
* Knowledge of Tally. ERP 9
* **Personal Dossier**
* Date of Birth : 20/07/1988
* Marital Status : Married
* Visa status : Husband Visa
* Nationality : Indian
* Language Known : English, Hindi and Malayalam
* **Strengths**
* Ability to work in new and challenging environment.
* Willingness to learn new concepts, ideas and use new technologies.
* Proactive and positive attitude
* Extremely efficient, diligent, honest and adaptable
* Proven ability to work in team and independent environments
* Creative and committed with an ability to perform under pressure and competitive situation

I declare that the above information is true to the best of my knowledge.

Place:Dubai

 Divya