

Reuben

# Summary-

Highly analytical and strategic finance and marketing professional, with successful experience in large multinational companies, as well as business ventures. Result Oriented professional, who consistently meets deadlines and targets to increase productivity and company revenue.

# Career Objective

To secure a challenging position for a company, to gain extensive experience growing with the company to a successful position.

# Summary of Academic achievements:

* Documented all accounting processes and procedures to ensure that they complied with company guidelines
* Improved compliance with policies, processes and controls by recommending changes in management and accounting operation systems and control structure
* Probability Analysis on The Cricket T-20 World Cup
* Preparation of the financial model on an annual basis to facilitate the allocation of budgets to Academic Schools and Cost Centers
* Preparation of final audit reports detailing recommendations to minimize the key risks identified and discussing findings with the business areas
* Successful departmental planning, budgeting and billing

# Professional Excellence and Achievements:

**Zodiac Entertainment Lounge, Goa | November 2013 - Present | Sole Proprietor**

# Summary

Conducted extensive market research, cost analysis, budget forecasting and market survey analysis to start up and run successfully, a unique small sized monopoly venture with the vision of providing high quality arcade computer entertainment coupled with food and soft beverages services for kids and young adults.

* + Managed, mentored and supervised multiple employee assistants for carrying out the responsibilities of the firm and maintain high standards of service.
	+ Prepared revenue investment budgets to acquire additional assets like pool table, kitchen equipment etc.
	+ Hosted a unique and popular league competition for customers with convenient P2P format which increased exposure and business revenue.
	+ Hosted competition event tournaments to raise money for charity.
	+ Sponsored multiple college programs with successful increase of brand exposure
	+ Monitor all expenditure and perform required calculations for same.
	+ Maintained records and documentation
	+ Prepared Monthly Revenue Charts to estimate growths and changes in profits and customer database.
	+ Improving and redesigning processes to increase market outreach
	+ Coordinated with multiple companies to sponsor prizes and host competitions on monthly events.
	+ Developed to be an ideal market favourite for celebrating kids’ birthday parties.
	+ Liaison with companies to host corporate events for company employees.
	+ Co-hosted event at The Grand Hyatt for ICICI prudential Annual Award Ceremony 2019 with setup up demo stalls for over 1000 employees
	+ Introduced the “Game of the Week” offer to promote new games and add to profits
	+ Conducted monthly surveys on games, analysed data and made effective purchases on preferred games

# India InfolinePremia | December 2010 - November 2011 | Business Development Manager

IIFL is a financial services corporation pioneering in the retail broking industry with its launch of 5paisa trading platform which offered the lowest brokerage in the industry and the freedom from traditional ways of transacting.

* Identify and develop business opportunities for the Company’s creative solutions in industrial and product designs as well as the Company’s creativity services
* Prepares the Annual Business Development Plan
* Manage team of Management trainees and Sales Managers and effectively and guide them in sales presentations and sourcing business
* Sales presentation giving detailed summary of the company, its accomplishments, ethics and advanced strategies
* Develop and deliver the business plans through carrying out research
* Formulate which plans and strategies will be applicable for which clients based on the client’s risk appetite
* Planned, prepared and Executed Corporate Presentations for bulk industrial employees at discounted rates for the purpose of Sales Promotion
* Provided very high standard Customer Care Service to several clients both in and out of my database
* Preparation of daily/weekly & monthly MIS report for management review

# HDFC Bank (HDFC Life Bancassurance) |July 2009 to December 2010|Corporate Manager

* Catering to the entire channel of HDFC Bank i.e. Private Banking, Non-resident and Business Banking
* Ensuring that operational problems are monitored and resolved in a timely manner
* Maintain continuous knowledge on present market trends
* Oversee operations and help deal with customer queries and complaints
* Go on field on individual as well as joint calls to customers
* To maintain excellent relationships with the assigned branches and with the specified persons
* Co-ordinate the proposal to policy conversion process
* To positively promote the Company, mission and core values
* Responsible for providing functional support to the Operation Department to achieve high standard of customer service
* Responsible for preparing and maintaining insurance policy records and checking of premium records on client’s demand
* Ability to keep a good rapport with clients and prospective clients and in turn build referrals

# Educational qualifications:

* Master of Business Administration - IIPM Bangalore (Graduated in 2009)
* Bachelor of Commerce - Damodar College Goa (Graduated in 2007)
* 12th CBSE Board [Business Mathematics] – The Indian School Bahrain (Graduated in 2004)

# Computer & other skills:

* Systems Applications and Products in Data Processing
* Tally ERP
* Balance sheet Analysis
* Basic Financial Management
* Excellent communication skills both verbal and written
* Intermediate Microsoft office skills – (Word, Excel, Powerpoint)

# Languages Known:

English | Hindi | Konkani

# Interests:

* Snooker and Soccer
* Reading and Research
* Music appreciation

# Personal details:

Date of birth: 28 July 1986 Nationality: Indian

Place of Birth: Bahrain Marital Status: Single

Personal Contact : reuben-397122@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

# References:

Available at request