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**OBJECTIVE**

A challenging and rewarding career in the field of Sales and accounts that will give me an opportunity to capitalize on my unique personality, my superior analytical mind, and my ability to work harder and longer than any of my contemporaries.

**Academic Qualification**

* 2004: MBA in Finance and Marketing (Kannur, India)
* Mcom: (Kannur, India)
* 2000: Bcom (Kannur India)
* 2000: DTP and Office Automation ( Kannur , India)

**Technical Qualification**

* Excellent Typing Speed
* Excellent knowledge of MS Office (Word, Excel, Power Point)
* Excellent knowledge of Internet and Mailing
* Practical knowledge of Oracle and SAP.
* All type of tasks on computer.

**Project:** Role of Accounts and Finance Management in corporate hospitals with Special reference to Apollo Hospital Ahmadabad

**EXPERIENCE**

**Current Employer : Cmmercial Bank International (CBI)**

**Designation : Sales Officer Bancassurance.**

**Place : Dubai , UAE**

**Skills and Responsibilities :**

* Amazing ability to work Independently
* Profound Ability to earn client trust
* Sound telephone and oral communication skills
* Ability to interpret Insurance policies and Insurance coverage
* Developed and maintained relationship with current customer.
* In depth knwledge of Financial market.

**Name of Company: IDBI FEDERAL LIFE INSURANCE.**

**Designation : Distribution manager**

**Duration : 1 year**

**Place : (Kozhikode, India)**

**Responsibilities:**

* Relationship Management
* Convincing the customers about various insurance products.
* Handling Customer queries and solving the same.
* Ensure the brand loyalty among customers

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**Name of Company : Thomson Reuters India Services Pvt ltd**

**Designation : Payroll Specialist**

**Duration :1 year**

**Place : (Bangalore, India)**

**Responsibilities:**

* Doing Regular Payroll Process and Full and Final Settlement Process.
* Checking Payroll Output ( G2N,Tax Calculation and Payment File)
* Ensuring the availability of fund in the company’s Salary account before salary credit
* Support the compensation and benefit team for fixing employees salary
* Payable and Receivable management by producing different reports and analysis

**Name of Company: MPHASIS LTD**

**Designation : OFFICER ACCOUNTS AND FINANCE**

**Duration : 4 years**

**Place : (Bangalore, India)**

**Responsibilities:**

* Handle the employees queries on company’s HR related policies
* Salary payable schedule andSalary Advance schedule preparation.
* Reconciliation of taxation accounts on quarterly basis and Yearly basis , SL GL Reconciliation
* Checking Bank reconciliation Statement with the support of ERP (ORACLE)
* Income tax ,calculation ,deduction, deposit into bank and tax reporting

**Name of Company : Hewitt Associates.**

**Designation : Process Associate**

**Duration : 3 years**

**Place : (Bangalore, India)**

**Responsibilities:**

* Payroll processing of allotted clients.
* Final Checking of outputs/ Validation & Variance report.
* Advising clients regarding different statutory payments like Income Tax, Provident Fund & Professional Tax .
* Income tax ,calculation ,deduction, deposit into bank and tax reporting.
* E-filing on Income Tax

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**LANGUAGES**

English, Hindi, Malayalam, Tamil

**PERSONAL**

Date of Birth : 22- 04 -1978

References : Can be furnished on request

I hereby certified that the above statements are true and correct with all my knowledge . After you’ve reviewed my resume, I would welcome an opportunity to discuss your company’s goals and talk to you about the value that I can bring to your Company.