**S**

**ISTORY**

**PROFESSIONAL**

**SKILLS**

**WORK H**

02/2014 to 05/2015

06/2013 to 01/2014

**SOORAJ**

**Sooraj.235687@2freemail.com**

**UMMARY**

To work in a challenging environment, seeking a position and employment that will capitalize on

all my strengths and capabilities which will be mutually beneficial

Peachtree Customer service

Tally Sales analysis

Microsoft Office proficiency Self-motivated

Strong interpersonal skills Proficiency with CRM systems

65 WPM typing speed Highly competitive

**Senior Accounts Auditor**

***Jaishankar Associates*** –*Calicut*, *Kerala*

Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.

Performed complex general accounting functions, including preparation of journal entries,

account analysis and balance sheet reconciliations.

Directed multiple client accounting system conversions into web-enabled Tally financial

platform.

Prepared financial pages for presentation to senior management.

**Assistant Sales Manager**

***Apco Automobiles*** –*Calicut*, *Kerala*

Reinvented how team interacts with prospective clients by developing innovative and

creative sales pitch that was implemented into sales team strategy in 2014.

Planned and led three training sessions to promote sales team professional development and

sales goal reinforcement.

Developed and assigned monthly sales quotas to over 5 Branch sales managers in the district.

Calculated sales incentives for sales team of 20+ reps.

08/2010

to

06/2013

05/2003

to

**DUCATION**

**ERSONAL**

**ETAILS**

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2001

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07/2010

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**Assistant Sales Manager**

***Ace Motors Pvt Ltd*** –*Calicut*, *Kerala*

Maintained knowledge of current sales and promotions, policies regarding payment and

exchanges.

Built relationships with customers to increase likelihood of repeat business.

Coordinated between billing department and customers to resolve problems.

Attended four training sessions to improve customer handling and sales skills and

professional development and sales goal reinforcement.

Communicated regularly with team, for daily support and strategic planning for achieving

target.

**Senior Customer Support Officer**

***Mphasis Ltd*** –*Bangalore*, *Karnataka*

Monitored and analyzed financial, statistical and operational data trends.

Created and maintained precise and accurate models, charts and reports.

Maintained and updated financial loan databases of more than 5000 mortgage loans.

Managed, tracked and monitored financial updates, watch lists and insurance files.

Developed spreadsheet models for projects and analysis.

Supported human resources staff with new hire orientations and monthly departmental

meetings.

**Bachelor of Commerce**: **Full time**

***Calicut University*** - *Kozhikode*

Diploma in Financial Accounting

Tally

Peach Tree

Typewriting Higher Grade

D.O.B 30-05-1981

Nationality Indian

Visa status On visit

Marital status Married