# VICKY

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# Career objective

## To pursue a challenging career which provides an environment to leverage my technical and professional expertise. Looking forward to upgrading my skills with a growing company.

**Experience Recital:**

**KPMG - Dubai**

Audit - Intern Financial services from January 2019 to May 2019

* Audit Banks and Financial Institutions providing financial services.
* Testing of controls, operating effectiveness check, cash counts, Perform walk through for the banking processes.
* Mapping transactions and Reconciliation from General ledger and Profit/Loss statements.
* Materiality check and summarizing Risk Based Internal Audit reports.
* Foreign exchange reconciliations e.g. LIBOR/EIBOR/SIBOR rates. Corporate Yield Analysis
* Reconciliation of Bank Income via Trust Receipts, Local Guarantees, Bills Discounted and Letter of Credits.
* BRF reporting, Cash Flow Reconciliation & Capital Adequacy Ratio Reconciliation.

# Ideal Interiors LLC - Dubai

## Assistant Manager from April 2015 to December 2018.

### Responsibilities:

* Market the product line, Business Development & Digital/Email marketing.
* Business Process Improvement, Customer Value Analysis.
* Cost Optimization, Financial analysis, Management of site operations, Data sourcing.
* Customer Service and Communications with the clients, solving client queries, preparing progress reports.
* Inventory management, Procurement of raw materials, Purchase negotiation.

### Achievements:

* Generated AED 450,000 – 500,000 revenue.
* Reduced Operating cost by 12%.
* Introduced and executed new marketing plans.
* Executed 4 projects of Average value AED 550,000 efficiently.
* Got promoted as an Assistant Manager in a span of 1 year.

# Just dial ltd corporate office - Mumbai

## Process Associate – E-Commerce from March 2014 – March 2015.

### Responsibilities:

* Managing online portal client registrations.
* Marketing newly launched online services and Customer Data Management.
* Managing the portal registration and online operations of Restaurants/Hotels/Hospitals/Product Dealers.
* Arranging product demonstration. Handling client queries and complaints.
* Negotiation, Advertising, and Promotions.
* Preparing sales reports and providing on job training to new employees.

### Achievements:

Generated the most significant revenue in my team and possessed the maximum deals closed. Won the Best performer award in the month of September 2014.

# Educational Qualifications

**Masters of Business Administration** – **Finance & Marketing**

## From SP Jain School of Global Management (Graduation - August 2019).

**Bachelor of Commerce** - **Accounting & Finance**

From Jai Hind college Mumbai University - March 2014 - Grade A+

**Digital Marketing -** Digital Media Pro Certification by **Stratx Simulations –** Jan 2019

**Digital Garage** – Digital Marketing by Google – June 2019

# Skills

## Advanced Microsoft Excel, PowerPoint, AutoCAD, SPSS and Tableau.

* Business Analytics, Data Analysis, Quantitative/Qualitative Research.
* Portfolio Management, Project Finance, Customer service and Negotiation.
* Digital Marketing – SEO, SMM, and Google AdWords.
* Quick learner, creative, strategic thinker and Proactive.

**Voluntary Assignments**

* Member of the Toastmasters Club – Soft skills development.
* Actively involved in spiritual insights and social welfare with Sadhu Vaswani Mission and Bridge Builders Association.
* Volunteer for Dubai Expo - 2020.

**Others**

**Date of birth**: 2nd November 1993.

**Nationality**: Indian.

**Languages**: English and Hindi.

**Hobbies**: **Swimming** – Won inter-school competition 2008.

## **Badminton** – 2nd place in District competition 2009 and won other Area Level competitions.

**Cricket** – Member of Jaihind College cricket team and won several area level Competitions.

**Tennis -** Won inter-school Tennis tournament 2006.

Seeking new challenges that offer the opportunity to test my skills, and apply the knowledge and Experience gained over the years.