

**AKHILA**

 Dubai,UAE

Akhila-394859@2freemail.com

**CAREER OBJECTIVE**

Sharp driven Finance Executive with more than 1.4 years of proven experience in international finance and business operations. Enthusiastic in approaching organization wide challenges and excellent cross-functional management skills including working across multiple departments

**EXPERIENCE**

**INDIA** ***Sept 2018 –Till date***

**FINANCE EXECUTIVE**

* Cash Application.
* Functioning in Account Receivables.
* Delivery of output on a 24 hrs SLA.
* Preparation of Vouchers and documents for application of cash on a daily basis.
* Work with clients in North America for timely allocation of funds received.
* Preparation of Summary Reports on a daily basis
* Management of Discrepancies and Reconciliations

**ACADEMIC QUALIFICATIONS**



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| --- | --- | --- | --- | --- |
| Qualification | Board (University) | Institution | Year of | Score |
|  |  |  | Passing |  |
|  |  |  |  |  |
| MBA ( Finance.) | MG University | DC School of | June | 75% |
|  | (Kottayam) | Management and | 2018 |  |
|  |  | Technology |  |  |
|  |  |  |  |  |
| B.com (Finance) | MG University | MG University | March | 60% |
|  | (Kottayam) | (Kottayam) | 2016 |  |
| Plus Two | Higher Secondary | SJHSS | March | 89% |
| (Commerce) | Board Examination | Karimannoor | 2013 |  |
|  |  |  |  |  |
| SSLC | Kerala State Board | SLT HSS | March | 80% |
|  | Examination | Vazhakulam | 2011 |  |

**ADDITIONAL QUALIFICATION**

* Pursuing Company Secretary ship (CS) Executive under ICSI

**TECHNICAL SKILLS**

* Microsoft Excel
* Microsoft Word
* Power Point
* Tally ERP 9
* NWPA Software
* Global Genius Software

**PROJECTS**

**Technical analysis of top 5 Banks listed in NSE**



**CERTIFICATES**

1. Certificate Of Completion for Being An Effective Team Member
2. Certificate for Completion of Communicating With Empathy
3. Certificate for Completion of Developing Your Emotional Intelligence
4. Certificate for Completion of Excel For Corporate Finance Professionals

**PERSONAL STRENGTHS**



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Ethical Approach

Quick learner

Strong communication skills

Superior attention to detail

Decision making

Time Management

**PERSONAL PROFILE**

Date of Birth : 1st Nov 1995



Marital Status : Single



Nationality : Indian



Known Languages : English, Hindi, Malayalam



Hobby : Driving, Cooking



**DECLARATION**

I here by declare that all the above mentioned information’s are true to the best of knowledge. I submit my resume for your kind observation and favorable order.

AKHILA