



Contact Me

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Dubai - UAE

Birth Date

10/OCT/1989

Other Info

Skills

Tally, MS office, Hard working, Teamspirit, Adaptability.

Languages

English, Hindi, Malayalam

Interest

Music, Travelling

Reference

REMYA RC

Finance cum Administrator

Summary

To secure a challenging position in a reputable organization to expand my learnings, Knowledge and Skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Education

Kerala University

2008 - 2011

B Com

Kerala University

2012 - 2013

MBA In HR And Marketing

Experience

INDEX EXCHANGE, UAE

JULY 2019 - still working

CUSTOMER SERVICE JUNIOR OFFICER.

Roles and Responsibilities

- * Administer currencies, financial exchange activities, deposits as well as company and voucher payments. Prepare and manage guest accounts and take payments by cash, credit card and debit card.
- * Buy or sell foreign currencies or value on the foreign exchange market on your own account or on behalf of a customer or institution in order to make a profit.
- * Collate all the financial transactions done in the daily operations of a

PROJECT

Micro Finance (MBA)
Enhancing Employee
performance Through
Monetary
Incentives.(Bcom)

Business and record them in their respective accounts.

- * Keep track of and finalize all formal documents representing the financial transactions of a business or project.
- * Give the customer or client information about financial products, the financial market, insurances, loans or other types of financial data.
- * Perform administrative tasks such as filing, typing up reports and maintaining mail correspondence.
- * Open / close branches as required and ensuring all tasks and checks are completed.
- * Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- * Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- * Provides support and information to customers, over the counter and by phone.
- * Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.

MANAPPURAM FINANCE, TRIVANDRUM

JUNIOUR ASSISTANT.

Roles & Responsibilities

- * Acquisition of new Customer and Explaining the various schemes and products to customers and fulfill the requirements of customer
- * Supporting Management Accountants as required. Verify the customer KYC details.
- * Daily inputting of sales & purchase invoices to the finance system.
- * Identifying and promoting cost-reducing measures.
- * Control of authorization and payment of purchase invoices.
- * General ledger maintenance & purchase & sales ledger data entry.
- * Updating & entering journals for sales revenue and other transactions.
- * Processing of sales invoices, expense & credit card claims.
- * Reconciliation of sales ledger accounts.
- * Maintenance of old debt accounts.
- * Filing, archiving & photocopying of invoices, statements and correspondence.
- * Making sure that the day-to-day office tasks are done properly.