

# EMMANUEL KURIAN

Masters in Finance & HR

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Seeking a challenging role that offers opportunities for professional growth and development, while contributing to the success of the organization. I am eager to apply my skills and experience to drive business results, improve processes with my strong work ethic and passion for learning.

## Experience

- Accounts Executive at “Innovar Builders & Developers” from July 2023 – September 2024.  
*Managing accounts, Invoicing & Billing, Bank reconciliation, Data entry, GST & Tax filing, Reports preparation, Internal Auditing, Coordinating site activities.*
- Intern at “RIVIGO LOGISTICS SERVICES PVT LTD” from July 2022 – Aug 2022  
*Daily dispatching, Route planning, Tracking deliveries, Coordinating with drivers, Supporting the team.*

## Education

- Masters of Business Administration from KTU University (2021-2023) CGPA – 7.11
- Bachelor of Business Administration from MG University, Kerala (2017- 2020) CCPA - 5.57
- Higher Secondary Education, Commerce stream (2015- 2017) Percentage of marks 74%

## Coursework Projects

- A study on price movement of selected shares in IT sector listed under NSE. (2023)
- A study on the topic GST and its impact on business. (2019)
- A Study on motivation on employees at KITEX PVT LTD. (2019)

## Certification Course

- Certification in TALLY from G-TEC Computer Education.
- Pursued online course on “Business analytics with Excel” from Skillup by Simplilearn.
- Completed “EXCEL AND ADVANCED EXCEL WITH DATA PROCESSING” from Synergy school of business skills.
- JP Morgan chase on investment banking virtual experience program via Forbes.

## Skills Highlights

- \* Tally Prime
- \* MS Excel
- \* Power BI
- \* Strong leadership qualities and communication skill.
- \* Organisational skills.
- \* Attention to detail.
- \* Self-confidence, patience and perseverance.
- \* Ability to learn and adapt.
- \* Coordination ability.