

SHIJU SULAIMAN

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PROFESSIONAL ROLE

Highly-motivated young professional with 2+years of rich experience in the Finance and Accounts Shared Service Centre seeking a position in an esteemed organization where I can utilize my core competencies and implement what I have learned through hard work and integrity. Also contributing to the progress of the company through my innovativeness and creativity.

Profile Summary	An Accounts professional with highly motivated and leadership skills having Master of degree in Commerce. Eager to learn new technologies and methodologies.
Professional Experience	<p>Company : Muthupriya M Sand, Thenkashi</p> <p>Position : Operational manager Period : 1st June 2017 to present Location : Thenkashi Tamilnadu</p> <p>Company : Investnet Asset Management, Trivandrum</p> <p>Position : Financial Analyst (Portfolio Accounting) Period : 1st April 2015- 31st May 2017 Location : Trivandrum Kerala</p>
Roles & Responsibilities	<p>Muthupriya M Sand:-</p> <ul style="list-style-type: none">➤ Verify all deposits and withdrawals posted.➤ Manage 15 plus employees➤ Client statement verification(Daily and Monthly). <p>Investnet Asset Management :-</p> <ul style="list-style-type: none">➤ Responsible for cash and position reconciliation using Smart Stream Reconciliation system on a daily basis.➤ Post entries into portfolio accounting system based on exception findings.➤ Engage in client statement verification (Monthly or Quarterly)

Educational Qualification	<ul style="list-style-type: none"> Post Graduation PGDM(Dual Specializations in Finance and Marketing)fromRajagiri Business School (2012-2014), Kochi, Kerala. [CGPA 6.06/10] Graduation Bachelor in Business Management from CMS college of Science and Commerce (2008-2011),Coimbatore [CGPA 7.1/10] XII AISSCE conducted by CBSE from KendriyaVidyalaya, Pallipuram (2008)[PERCENTAGE : 69 %] X AISSE conducted by CBSE from KendriyaVidyalaya,Pallipuram (2006) [PERCENTAGE: 67 %]
Strength	<ul style="list-style-type: none"> ➤ Good team player and skilled at multi-tasking. ➤ Highly Motivated and Independent Person ➤ Willingness to hard work ➤ Highly responsible and confident ➤ Prepared to undertake challenging and demanding duties
Academic Experience	<p>Summer Internship(Marketing)</p> <p>Objective : Study the customer satisfaction at restaurants of Capital Hotel and Resorts,Trivandrum</p> <p>Key Tasks : To identify the major factors affecting the customer satisfactions at the Hotel and Resorts</p> <p>Dissertation (Finance)</p> <p>Objective : To Measure the Determinants Of Profitability Of Public Sectors Bank In India</p> <p>Key Tasks : To study the factors such as(liquidity Ratio, Operating expense management Capital size etc) how it help to determine the profitability</p>
Technical Skills	<p>Strong knowledge in MS Office & MS Excel</p>

Personal Details

Date of Birth : 12 Nov 1990

Languages Known : English , Malayalam and Hindi

Nationality : Indian

Passport Number : K7110792

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