

Akshaya P

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Carrer Objective

Seeking a position to work in a fast-paced and challenging environment where 3 years of professional experience, excellent knowledge in the financial sector. I am eager to take on new and challenging duties and responsibilities.

Profile Summary

- Patient listener and fast learner
- Self-motivated and highly committed
- Ability to adapt to a new environment
- Ability to grow with expanding job, duties and responsibilities
- Resourceful and flexible

Experience Summary

Company : RR Donnelley
Designation : Senior Finance Associate
Experience : 3 Years
Duration : 17/12/2019 to 23/03/2023

Roles and Responsibilities

- Having knowledge in 401k U.S. Retirement plans, investing client money in their retirement account and providing money transaction to the clients.
- Hands on experience in contributing the money from different types of U.S. banks.
- Confirms ACH payment from clients and input transactions entries in appropriate system.
- Files like Termination, Loan Payment, Forfeiture, Hardship, IRA, Beneficiary etc.
- Responsible to improve the process by suggesting innovative ideas to handle day to day volume without crossing the deadline.
- Liability to interact with US clients and resolve the queries on day-to-day basis.
- Responsible for the quality review of the work which is done by the team members.
- Manage to collect the data of total volume and assigning it to the team member on daily basis.

Educational Qualification

- PG : Completed **MBA** in 2019 from Hallmark Business School affiliated by Anna University with CGPA 7.0
- UG : Completed **BBA** in 2017 from Cauvery College for Women affiliated by Bharathidasan University secured 73%
- HSC : Completed HSC in 2014 from APMHSS secured 75%
- SSLC : Completed SSLC in 2012 from APMHSS secured 83%

Skills

- MS office
- Type Writing
- Data Entry

Project

“A study on Financial performance of Butterfly Gandhimathi Appliances”

Areas of Interest

- Stock Broking
- Accounting
- Banking

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Place : Melmaruvathur
Date :

Akshaya P