

PreethiPoornima T P

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OBJECTIVE:

To gain a challenging position in Finance Industry and to seek a quality environment where my knowledge, potential and experience can be better harnessed, shared and enriched.

KEY SKILLS:

- Good in communicating with co-workers and customers to meet working requirements and standards for company's growth.
- In-depth knowledge of the accounting principles, book-keeping practices and taxation policies
- Ability to communicate effectively and coordinate work with other staff members for day to day activities
- Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data
- Excellent in performing arithmetical calculations required for handling the accounts concerned
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books
- Strong Microsoft Office skills, including expert-level Excel and Access
- Innovative approach to complex work
- In-depth knowledge of finance ethics and accounting practices
- Good communicator in both written and verbal formats
- Solution-oriented problem-solving
- Quick decision-making ability

EDUCATIONAL QUALIFICATIONS:

BBM from Kuvempu University, Karnataka.

MBA (Finance and Marketing) from Davanagere University, Karnataka.

PROFESSIONAL SUMMARY:

worked as a Process Analyst at **Fidelity National Financial** from May 2015 to February 2017 Bangalore.

WORK EXPERIENCE SUMMARY:**PROJECT: Fidelity (CPF operations – Title Insurance)****Responsibilities:**

Worked on orders related to legal ownership of the property & it's perspectives along with Property Index and General Index (Resale & Refinance)

Received a best performer award for the right contribution in time.

- Managing the financial day to day operational aspects of a project.
- Reporting to the Heads of Departments.
- Responsible for the oversight and delivery of annual budgets.
- Expenditure tracking, operating budgets and long range financial plans.
- Implementation of new corporate financial procedures to ensure best practice.
- Measuring financial risks.
- Trend analysis & financial modelling to help respond to dynamic market conditions
- Ensuring compliance and statutory reporting.
- Able to provide a high standard of financial control.
- Proven ability to manage and develop a financial team.

I hereby declare that the information furnished above is true to the best of my knowledge.

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