

LOKESH SINGH YADAV

Accounting and Finance Professional

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EXPERIENCE

Sales Associate

Mailboxes 📅 04/2023 - Present 📍 London, UK

- Spearheaded the reorganization of mailroom operations, enhancing efficiency by 20% and boosting workflow productivity by 32%.
- Delivered record-breaking sales of £19,000 in September 2023 by providing exceptional customer service in shipping, packaging, and mailbox rentals.
- Streamlined operations for incoming and outgoing mail with leading couriers such as FedEx, DHL, and DPD, enhancing customer satisfaction.

Floor Manager

Singapore Garden 📅 02/2023 - Present 📍 Chiswick, UK

- Managed a high-performing team of four in a takeaway generating weekly revenue exceeding £12,000.
- Optimized inventory management with multiple suppliers, ensuring seamless operations and cost control.
- Frequently stepped into diverse roles, including assistant chef, demonstrating flexibility and commitment to operational success.

Back Office Executive

Capitus International 📅 10/2021 - 10/2022 📍 India

- Maintained seamless communication between the front office and managerial teams, ensuring documentation accuracy.
- Successfully managed customer orders and payments, handling transactions of up to £10,000.
- Built strong relationships with clients by addressing their unique requirements and delivering tailored solutions.

EDUCATION

Masters of Business Administration GPA 3.26 / 4.0
Richmond University 📅 2023 - 2024 📍 London, UK

- Developed a market entry strategy for an Indian cosmetics brand, conducting comprehensive analyses of market trends, competitive landscapes, and customer needs.
- Gained proficiency in accounting principles, financial modeling, risk management, and strategic leadership through rigorous coursework.

Bachelor of Commerce in Accounting

Maharaja Sayajirao University of Baroda 📅 09/2017 - 06/2020 📍 Baroda, India

- Achieved Second Class Honours
- Key Modules: Organizational Management, Audit, and Assurance

STRENGTHS

- 💎 Operational efficiency
Driving workflow improvements in varied environments.
- 💎 Customer-focused sales
Delivering outstanding service to exceed sales goals.
- 💎 Leadership qualities
Managing and motivating diverse teams successfully.
- 💎 Flexibility and adaptability
Adapting to dynamic roles and responsibilities.

REFERENCES

Will be provided on Demand

SUMMARY

Adaptable and performance-focused professional with experience in sales, team management, and operational efficiency. Demonstrated success in optimizing workflows, increasing productivity by 32%, and achieving record-breaking sales of £19,000 in a single day. Adept at managing teams, streamlining processes, and delivering exceptional customer service across diverse industries, including retail, hospitality, and back-office operations. Currently pursuing an MBA in Finance and Accounting to enhance analytical and strategic decision-making skills.

SKILLS

Technical Skills

Financial Modeling	Risk Analysis	Finance
Investment Management	Advanced Excel	
ERP Systems	Strategy	QuickBooks
Financial Analysis	Risk Management	
General Accounting	Decision Making	

Soft Skills

Leadership	Problem-Solving
Strategic Planning	Team Management
Customer Relationship Management	

KEY ACHIEVEMENTS

Improved operational efficiency by 20% and increased productivity by 32% at Mailboxes, London.

Achieved £19,000 in sales within a single day through exceptional service and cross-selling strategies.

Developed a comprehensive market entry strategy for a prospective cosmetics brand, demonstrating strategic acumen.

CERTIFICATION

[Introduction to Financial Accounting: The Accounting Cycle Specialization](#)

[Financial Management Specialization](#)

[Advanced Financial Reporting: Accounting for Business Combinations and Preparation of Consolidated Financial Statements](#)

AWARDS

- 💎 Employee of the Month
- 💎 Top Performer Award