



# Aneena Ann Kottoor

📍 51 Pulari Residence, Thoduphuza East, Idukki, Kerala, India - 685 585



Mobile phone:  
+91 7022249432



E-mail:  
[aneena.kottoor@gmail.com](mailto:aneena.kottoor@gmail.com)



LinkedIn:  
[aneena-ann](#)



## SUMMARY

Skilled Financial Analyst capable of identifying and analyzing financial trends and formulating effective, successful financial plans. Proficient in conducting research and analysis, developing financial reports, and coordinating statistical projects. Dedicated and detail-oriented, committed to the teamwork that leads to a team's success.



## EXPERIENCE

### **Executive - Finance and Accounts – Allianz Services , Trivandrum, India**

05/2019 – 12/2019

- Working in Credit Control process for Singapore and Hong Kong region.
- Preparing and sending out the SOA to the Brokers and Agents on a monthly basis.
- Preparing accurate reminder letters and Chasing of the overdue items.
- Managing cash allocation of the incoming Payments and commission Payment to the brokers.
- Reviewing broker statements and followed up reconciliation activities on a monthly basis.
- Preparing claims payments, based on instructions from the claims departments.
- Managing monthly closing activities and calls with the clients and top management.
- Ensuring the Credit Management Cycle is correctly followed up by preparing reports, query logs and documentation of the bank advices.
- Maintaining strict client confidentiality as required.

### **Analyst - AMER Order Management – Oracle India Pvt Ltd, Bangalore, India**

03/2017 – 09/2018

- Managed booking direct and indirect deals on Global level. (NAMER, APAC, EMEA and LAD).
- Global Priority Team Certified and Processed complex high value deals.
- Worked closely with regional subsidiaries, finance divisions (AR, PA, Collections, Sales Globalment and VAD/Partner).
- Prepared IQ report and SPOC (NAMER,LAD) and Provided training to new recruits.
- Executed the order management, returns/dispute management and reporting activities for the respective country.
- Facilitated client order verification/confirmation of instructions, compiling of summary data and dissemination of information.
- Managed month end activities including stakeholder meetings.



## EDUCATION

**Kristu Jayanti College (Autonomous) - University of Bangalore – MBA in Core Finance (2015 – 2017)**

**Naipunnya Institute of Management and Information Technology - University of Calicut – B.Com in Core Finance (2012 – 2015)**

## PROFESSIONAL SKILLS

- ♦ Strong problem solving skills – demonstrated ability to close gaps and drive to root cause analysis.
- ♦ Experience in an excellent time management, able to analyze workload and prioritize time based on changing priorities.
- ♦ Strong ability to understand, communicate with, and effectively interact with people across cultures.

### Technical Skills

- ♦ SPSS Statistical Package for the Social Science.
- ♦ GRETL GNU Regression Econometrics Time-series Library.
- ♦ Greenbelt in Lean Six Sigma Methodology from KPMG
- ♦ Microsoft Office (Excel, Word, PowerPoint) and Tally ERP 9.

## PROJECTS

- ♦ Organizational Study at Haji Hassan Group B S C (C) Kingdom of Bahrain.
- ♦ Research paper and Project on the topic 'A Study on Working Capital Management of Travancore Cements Limited'.
- ♦ Paper presentation on the topic 'Influence of Capital Structure on Profit of Selected Three Companies'.

## PERSONAL DETAILS

- ♦ Date of Birth : 23 - 08 - 1993
- ♦ Fathers 'Name : CA. Salu John Kottoor
- ♦ Gender : Female
- ♦ Martial Status : Single
- ♦ Nationality : Indian
- ♦ Languages Known : English, Hindi and Malayalam