

AKHSHAYA M
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akhshayamuthu@gmail.com
Date of Birth: **22 OCTOBER 1992**

To establish myself in a challenging and dynamic role where my affinity to numbers, fast learning skills and analytical thinking would be utilized to achieve the organization goals which in turn would give meaning to my thrive for Success.

Education:

2014:2016	MBA	CGPA 7.86
	PSG Institute of Management, Coimbatore	
2010:2014	B.TECH- Information Technology	CGPA 7.39
	SSN College Of Engineering, Chennai	
2010	Tamilnadu State Board- Maths, Biology	92.83%
	St. Joseph's Convent HSS, Nagercoil	
2008	Tamilnadu State Board	97.4%
	St. Joseph's Convent HSS, Nagercoil	

Work Experience:

A JOHN MORIS & CO CHARTERED ACCOUNTANTS:

• **Tender Executive (02/2024-current):**

- o Analyzed and Prepared documents to meet the requirements of the technical bid and worked out quotation & price breakup for the finance bid for the purpose of acquiring tender for auditing.
- o Communicated and coordinated with Clients to ensure every contract is done without any difficulty.
- o Part of the Audit team and conducted statutory audit working in SAP tool.

TATA CONSULTANCY SERVICES:

• **Business Finance Management (04/2017 - 06/2019):**

- o Analyzed revenue and Cost statements of TCS IT-IS division and prepared understandable monthly reports for individual sectors.
- o Generated quarterly CFO reports Sector wise, Geography wise, Project-type wise calculating Gross margin, Realization and leverage.
- o Tailored monthly Foreseeable Loss reports in order to reduce the impact on revenue the following month.
- o Evaluated and reported the projects which affects the revenue and increased the cost.
- o Worked in Revenue projection along with the account teams and ensuring it meets the actuals every quarter.
- o Distributed the allocated budget to IT-IS internal teams based on their requirement.
- o Carried out Project management and project funding responsibilities.
- o Every analysis and reports are done in Microsoft Excel.

• **Presales (09/2016 – 03/2017):** Prepared proposals with defined solutions and presented in Microsoft PowerPoint for “Testing projects” in Banking and Financial Services sector by examining the RFP documents.

Internship:

- Trained in the field of **“Portfolio Management in Mutual Funds”** by Way2Wealth Securities Pvt Ltd.
- Learned about various varieties of mutual funds and their volatility measures in order to construct a better portfolio for the clients based upon their objectives.
- Played a role in bringing new clients to the company.

Hobbies and Interests:

- Solving Puzzles and Sudoku
 - Reading Books
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