

NEETHU SUSAN MATHEW

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Date of Birth: 23rd February 1991

Career Objective:

To gain continuous knowledge and experience in an environment beyond the world of academia that will help me to develop and muster a variety of skills. I am seeking a position that is complementary to my career goals. I am seeking a suitable position in a reputable institute that is compatible to my career goals.

Education/Qualifications:

2012 – 2014 (P.G)	PSG College of Technology, Coimbatore, Tamil Nadu- India (Anna University)- 80%	MBA- Finance
	Electives: Financial Derivatives, Security Analysis & Portfolio Management, International Finance, Project Appraisal, Financial Services Key area/s of interest: International Finance, Security Analysis Portfolio Management, Financial Services.	
2009- 2012 (U.G)	Assumption College, Changanacherry, Kerala (Mahatma Gandhi University)- 86%	B.Com- Computer Applications
	Electives: Business Regulatory Work, Principles of Insurance, Marketing Management, Capital market, Practical Auditing Key area/s of interest: Banking, Accounting for Managerial Decisions	
2008 – 2009	Indian School Muscat, Sultanate of Oman (CBSE 12 th)- 77%	Commerce
	Electives: Business Studies, Accountancy, Entrepreneurship, Economics Key area/s of interest: Accountancy and Entrepreneurship	
2006- 2007	Indian School Muscat, Sultanate of Oman (CBSE 10 th)- 72%	

Work Experience:

- **Financial Research Analyst at CRISIL Global Research & Analytics [Standard & Poors Company], Chennai, Tamil Nadu, India : [06-10-2014 - Present]**

[Received Best Performer Award]

Jobs Handled:

Data management System (Global) - Invoicing, Role generation, Resource mapping, Project creation, Travel OPE, Client Contacts, CV management, revenue management

Audit & Compliance (National & International Clients)- Account management:

On boarding/ Off boarding associates, BG Verification, Access review, Vendor compliance, Process Training schedule, Preparation of Balance score card, Quarterly Compliance Assessment, Monthly Project billing, Trading Requisite, Weekly Inventory control, Monthly Revenue generation, International client calls, Meeting scheduling, Support senior-level management, Expense reports

Research Writing (Global) - Institutional Clients report, Hedge funds report, Sovereign wealth funds report, Global Investment Banks report, Competitive intelligence in Global banks and other minor projects

- **Management Trainee at Bank Muscat, Sultanate of Oman: [05,2013-07,2013]- 2 months**

Completed an internship and attained knowledge in the Finance Department and Global Trade Services Department.

Main responsibilities included Creating LC documents in swift format, Arranging various documents in bank, Client Receipts preparation, Entering LPO's in oracle Application, Invoice enquiries for part payments and Filling medical records of employees for two months.

Key Academic Projects:

MBA- Finance: "A study on the micro insurance schemes and various risks associated with poor households in Coimbatore"

B.Com: "A study on the financial performance of Muthoot Finance, Kerala"

Mini Projects- MBA:

- A detailed project on **FORD**
(Studied on aspects related to Management Concepts, Communication Techniques, Managerial Economics and Financial Accounting Standards.)
- A comprehensive study on **ICICI** and **HDFC**

(Outlined the various corporate strategies used by both the firms to capture market share. Various strategies included BCG matrix, Swot analysis, SPACE matrix, Porter's 5 force model, IE matrix, GS matrix, QSPM, CPM)

- A research study on the **Non verbal Communications**
(The Doctors interaction in Government hospitals with the patients)
- A Research paper on "Construction of optimum equity portfolio with special reference to **Commodities, Consumption** and **Infrastructure** sectors in India" (Studied on aspects related to Risk, Return, Residual Variance, Sharpe and Market Variance)
- Won the "The best paper award" at SNGCE College of management studies on the topic "**A study of B-Schools students expectations from their faculty members**".
- A Research paper on "Relationship between **Foreign Institutional Investors** and **Indian Stock Market** with special reference to **BSE-Sensex**"
(Studied on aspects related to FII, Sensex, Debt, Equity, Indian Capital Market)

Key Positions and Achievements:

- Played active roles with major NGO's in Coimbatore, India.
- Member of the student council at PSGIM and organized various academic and cultural events.
- Event Head for intercollegiate competitions held at PSGIM. Anchored all official functions.
- Tour coordinator for an international trip of 80 MBA students to China for two weeks.
- Completed 5th grade in piano from the Associated Board of the Royal Schools of Music (ABRSM), London-United Kingdom.
- Certified Advanced Diploma in Travel and Tourism (2009-2012).
- Business Plan course undertaken that helped in analyzing a start-up plan for a business.
- Certified on Financial Modelling in Financial Management (ACBSP)
- Two day workshop on IFRS conducted by Crowe Horwath.
- Have valid Indian driving licence.

Skills set:

- Played active roles in leading & organising various programmes in school and college.
- Cooking and trying new recipes.
- Language competencies include English, Malayalam and Hindi.
- An effective communicator with exceptional relationship management and planning skills.
- Can prioritize multiple tasks given at a time and structure the activities as per the timeline required.

- Have the ability to manage, interact and coordinate different levels of management with ease.
- Can adapt to changing environments with quick response to new unplanned requirements.
- Have the urge to meet all my day to day activities with utmost proficiency even when working under pressure.
- Have an advanced skill set in the software applications such as Microsoft office tools, Database management etc.
- Very acquainted with corporate etiquettes and to maintain the decorum of an institute.
- Takes the initiative to improve the process-flows and operational efficiency.

References:

Academic:

Alexander Gee Varghese

Head of Commerce Department

E-mail: ismoman@omantel.net.om

Indian School Muscat

Muscat, *Sultanate of Oman*

Dr. Thilagam

MBA Coordinator & Professor

PSG Institute of Management

Coimbatore, Tamil Nadu, India

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Professional:

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