



AJAS N A

NADUPARAMBIL HOUSE

MANIYARANKUDY P.O

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OBJECTIVE:

To place myself in a position in an organization where in my skills and experience can be utilized to the maximum for the benefit of the organization while providing a base for personal and professional growth.

MY PINNACLE

Self-confidence, Sincerity and Hardworking

Ability to work under pressure and against deadlines.

Strong ability to co-ordinate and lead multiple initiatives.

Quantitative and analytical problem solving skills.

Ability to deal with people diplomatically.

An effective communicator and team leader combined with flexible and detail oriented attitude.

COMPUTER SKILLS

Proficient in MS Office

Internet Savvy

Typewriting & tally ERP 9

EXPERIENCE

6 months experience in **KEY VEE ASSOCIATES. Tax practitioner. (1st may 2015 to 31st October 2015)**

KEY RESPONSIBILITIES:

Preparation of company's financial statements and balance sheet for tally software.

Office administration.

Preparation of employee's job structure and dividing the work.

Clients payment details preparation.

5 year Experience in **WELLROCK ASSOCIATES. Finance department. (Team Leader) (Since 1st march 2016 to continuing)**

KEY RESPONSIBILITIES:

- Preparation of all allocation executive wise.
- Doing kotak 4 wheeler collections 350 bckt list and 400 fresh list.
- Achieving target 96% fresh allocation and 90% bckt allocation.in last month fresh allocation achieving 100%
- Every month repossessed 3 or 4 vehicle Idukki and cochin location And all paper work done by the repossession
- Executive coordination and help to any of the issues based on collection and repossession
- 1. Year two wheeler experience in same agency bussan auto finance done 300 fresh list and 250 bckt list.in the year 2016.
- Attending review meetings every month.
- Send feedback and allocation details to office and managers
- Result and achievements calculation done through excel sheet.
- Checking the executive work nature and reporting and commitment.

OTHER ACHIEVEMENTS

NCC B and C certificate obtained for 16 Kerala battalion kottayam.

Participated university volleyball championship.

Captain of college football volleyball and cricket team.

Winning 2 nd prize for marketing game at DCMAT COLLAGE

Participated in Brand Quiz Competition held as part of Management Fest 2014 in sreenarayna collage Institute of Management.

PROJECT EXPERIENCE

Consumer preference in bike consumers in Idukki District. (B.Com)

Organisational study at High Land Tea factory Idukki (MBA)

Project on financial performance of dhanwanthariVaidyasala, Thodupuzha (MBA)

TRAINING AND PRACTICAL SESSIONS

Attended 10 day training of the Indian Army for NCC at kottayam.

Participated "Luminance" All india management fest conducted in DC school of management and technology.

Participated in SSB camp at Nagpur.

Participated district football cricket and volleyball camps.

EDUCATIONAL QUALIFICATION:

- **Master of Business Administration [MBA] (2013-2015)**

Specialisation :Finance and Marketing

College : Viswajyothi College of Engineeringand Technology, Vazhakulam

University : MG University,Kottayam

Markks : 65%

- **Bachelor of Commerce (2010-2013)**

Main : B.com (Tax)
College : Government College,Kattappana
University : MG University, Kottayam
Marks : 60%

- **Plus Two (2007-2009)**

Group : Science
School : Government Higher Secondary School,vazhathope
Board : Kerala State
Marks : 70%

- **SSLC (2007)**

School :St George HSS vazhathope
Board : Kerala State
Marks : 75%

PERSONAL VITAE

Personal Details

Age and DOB : 28, 18/09/1992
Sex : Male
Marital Status : married
Father Name : Assiss NE
Mothers name :JameelaAssiss
Religion : Muslim
Citizenship : Indian

Passport Details

Passport No : L1533613
DOI : 03/07/2013
DOE : 02/07/2023

Languages known : English, Malayalam Tamil and Hindi

Hobbies : Driving, Travel and sight-seeing, playing games.

DECLARATION

I,Ajas NA ,hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

With regards,
Ajas NA