

PUNITHA JASMINE W

Motivated MBA (Finance) graduate with strong foundational knowledge in accounting and financial management. Currently seeking job opportunities in the fields of finance or accounts. Demonstrates strong teamwork, problem-solving and time management skills. Prepared to start career and make meaningful contributions with commitment and drive.

Jaspunitha123@gmail.com

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<http://linkedin.com/in/punitha-jasmine>

Ajman, UAE

Passport Number: Y7681028

Visa: Spouse Visa

Languages: English, Tamil

EXPERIENCE

Executive Trainee

May 2023-Nov 2023

HDFC Life

Chennai

- Analyze the customer needs and provided the best options, upselling products, and services
- Engaged Customers and provided high level of services by carefully explaining details about the documents
- Skillfully and patiently explained the coverage options to the potential policy holders, answering any questions or concerns
- Built relationships with policy holders to support business growth.

EDUCATION

Masters of Business Administration

Jun2021-Apr 2023

Finance and Marketing

St. Joseph's Institute of Management

Trichy, Tamil Nadu

Bachelor of Science

Jun2018-May2021

Physics

Holy Cross College

Trichy, Tamil Nadu

SKILLS

Active Listening	Customer service	Communication	Adaptability
Leadership	Teamwork	MS Office(Excel, Word, Powerpoint)	
Self-motivated	Time management	QuickBooks	

COURSES

QuickBooks Online Essential Training – Account settings, bank reconciliation, sales receipts.

Excel for Accounting – Advanced formulas, Pivot tables, XLOOKUP, VLOOKUP.