

# 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.

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+91 543182187

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

Ajman, UAE

Passport Number: Y7681028

Visa: Spouse Visa

Languages: English, Tamil

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## 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.

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## 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

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## **SKILLS**

Active Listening

Customer service

Communication

Adaptability

Leadership

Teamwork

MS Office(Excel,Word,Powerpoint)

Self-motivated

Time management

QuickBooks

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## **COURSES**

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

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