

# Akarsha Sabu

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Recent Post Graduate in Economics and Finance from Cardiff Metropolitan University. An aspiring accountant currently pursuing ACCA qualification with a commitment to achieve professional certification and contributing effectively to the finance industry. I have right to work in the UK.

## EDUCATION

**CARDIFF METROPOLITAN UNIVERSITY**  
**Master of Science In Economics and Finance**

**Wales, United Kingdom**  
**January 2022- June 2023**

*Key Modules:* Econometrics and Data analysis, Finance of International Business, Quantitative Finance, Contemporary Issues in Accounting, Banking, Economics and Finance, Research Methods, Macroeconomic Analysis, Microeconomic Analysis . **Dissertation:** Impact of Globalization On The Structural Transformation In India.

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY (CUSAT)**  
**Master of Business Administration**

**KERALA, INDIA**  
**August 2019- March 2021**

*Key Modules:* Financial Accounting, Marketing Management, Operations Management, Human Resource Management, Business Law, Banking Theory and Practice, Organizational Analysis and Processes, Entrepreneurial Development, Digital Marketing, Working Capital Management, Business Policy and Strategic Management, Analytics for Finance .

**NIRMALA COLLEGE, MAHATMA GANDHI UNIVERSITY**  
**Bachelor of Commerce with Computer Applications**

**KERALA, INDIA**  
**June 2014- March 2017**

*Key Modules:* Business Statistics, Modern Banking, Business Law, Corporate Regulations and Governance, Information Technology for Business, Capital Market, Corporate/ Cost and Special Accounting, Practical Auditing, DBMS for Business, Programming with Visual Basic/ in C Language, Computerised Accounting, E-Commerce. **Dissertation:** Employee satisfaction and Impacts on Organizational growth at NGA Human Resources, Info Park, Kochi, Kerala, India

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## PROFESSIONAL EXPERIENCE

**ADMINISTRATOR**  
**DOLE FOOD SERVICES, CARDIFF**

Cardiff, Wales, United Kingdom  
May 2022- Present

*Key Responsibilities :*

- Maintain accurate financial records including purchases, sales, expenses, and stock adjustments.
- Generate weekly and monthly financial reports for managerial review.
- Input Orders, handle customer inquiries and grievances promptly and professionally.
- Manage accounts receivable and payable functions to optimize cash flow.
- Procure office supplies efficiently and coordinate equipment maintenance.
- Conduct monthly fire and safety checks and damage audit to ensure compliance and employee safety.
- Prepare Quality Objective, Key Performance Indicators, Credit reports for informed decision-making by management

**DEPUTY MANAGER IN PERSONAL BANKING**  
**HDFC BANK LIMITED**

**Kerala, India**  
August 2019-September 2021

*Key Responsibilities :*

- Manage a portfolio comprising 300 High Net Worth (HNW) clients for the branch.
- Serve as the primary point of contact for HNW clients, ensuring personalized and efficient service delivery.
- Assisted customers with savings/ current account openings, Loan/ credit card applications, internet banking queries, Health/ Life insurance policy requirements, Manage Fixed deposits.
- Facilitated the diversification of clients' portfolios by recommending strategic investments across mutual funds, shares etc. in collaboration with departmental representatives.
- Expand client base within the portfolio by leveraging referrals from existing HNW clients and targeted marketing initiatives in schools, apartments, government offices etc.
- Actively participate in daily branch operations to optimize revenue generation and enhance overall performance.
- Identify opportunities for cross-selling various banking products tailored to the specific needs and profiles of portfolio clients.
- All data are analyzed and extracted with the support of CRM Next software and MS Excel.

## **INTERNSHIPS**

**ERNST AND YOUNG**  
**Infopark, Kochi Smart City**

**Kerala, India**  
June 2019- July 2019

*Key Responsibilities :*

- Completed a 45-day internship with the Strategy and Research Team, focusing on formulating a growth strategy for internal reorganization.
- Presented comprehensive reports to team leads at both Kochi and Trivandrum locations.
- Suggestions accepted to their reorganization plan.

## **PILOTING AND CERTIFICATIONS**

- IELTS by British Council with overall score: 6
- Elected to placement cell batch 2017-19.
- Attended 'YOUNG LEADERSHIP SUMMIT', IIM, Bangalore(2018) through all India selection process.
- Membership in 'Indian Society for Training and Development' ,Kochi chapter
- Student coordinator of Best Manager event, Management fest 'Talent Time' (2017)
- Student coordinator of HR Game, Talent Time 2018, CUSAT
- Participated in panel discussion at 'Shaping Young Minds Programme 'conducted by Kerala Management Association
- Attended National Conference on "New Age Marketing" at SMS, CUSAT, 2018
- Attended "All Kerala CSR Conclave" conducted by Kerala Management Association, 2018
- Won Best Management Team in Management Fests Conducted By various Business Schools in Kochi, 2018
- Minute Taking, Report Writing

## **SKILLS AND PERSONAL**

**Technical Skills:** Competent in accounting softwares- Tally ERP9, Flexube, Issac, Microsoft Office, SQL, R Language

**Languages:** English, Malayalam, Hindi