

Famam Amjad P V

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MBA Marketing and Finance

OBJECTIVE

A detail-oriented and highly organized individual with an **MBA** in **Marketing** looking for a suitable position at your organization to utilize my knowledge and skills to facilitate mutual growth and success.

PROFILE SUMMARY

- MBA in Marketing and finance with 1.5 year experience in digital administration and business analysis.
- Team player with effective communication skill and analytical skills.
- Proficient in MS Office suite and common Internet application.
- Support Territory Head to implement initiatives to reduce risk and losses.
- Experience in reviews, investigating documents and process in the organization.
- Reconciling processed work by verifying entries and comparing system reports to balances.

WORK EXPERIENCE

JOY'S CA Firm, Kerala, India	Management & sales Assistance	Dec 2019 – Present
Joy's CA Firm deals with Financial activities and Auditing. <u>Roles and Responsibilities</u> <ul style="list-style-type: none">• Ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation.• Assisting the Lead Auditor in planning and managing audit mandated, including documentation of work performed.• Receiving calls and handling customer queries.• Prepare extensive marketing activities• Contribute to team effort by accomplishing related results as needed.• Perform reviews to ensure accuracy and completion and assist in clearing any review points provided by team leads.• Increasing sales volume by cold sales calls and convert those to hot leads.		

ON THE JOB TRAINING

777 Trades Research Services, Indore, India	Business Development Executive	Feb 2019 – Aug 2019
777 Trades Research Services is an equity advisory firm concentrated in Indian Market. <u>Roles and Responsibilities</u> <ul style="list-style-type: none">• Created a detailed business analysis, outlined problems, opportunities and solutions for my clients.• Provided counseling and presentations to the customers to adopt a suitable investment plan according to their needs.• Up-sell and cross-sell our service to reach sales target.• Converted Prospects to new clients through effective communication and develop a good customer relationship with high consumer satisfaction• Studied and analyzed the market personally and helped clients to trade and reduced the risk factors.• Assisted my clients to trade in share market and Commodity market.• Assisted in the sales closure and lead fulfillment.• Implemented methods for increasing clients profitability and suggesting alternative ways of investment.		

INTERNSHIP

Crescent Builders Kerala, India

Project Financing Strategies Adopted by Construction Industry –A Study Conducted at Crescent Builders, Calicut, Kerala

Collected, analyzed and compiled data about the different strategies used by the organization to rise their finance for their upcoming projects

ACADEMICS

<u>QUALIFICATION</u>	<u>INSTITUTE</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR</u>
<u>MBA (Marketing & Finance)</u>	Lovely Professional University	Lovely Professional University, Punjab, India	2019
<u>B.B.A</u>	Holycross IMT	University of Calicut, Kerala	2017

CERTIFICATIONS AND SKILLS

- **Certified** Training on Advanced Excel.
- **Certification** on Indian Financial Market by Karvy Stock Broking on Indian Financial Market.
- Proficient in English and Hindi.
- Review financial statements and analyze sales revenues, costs, expenses, and tax rates.
- Strong analytical skills; support operations through analysis of key performance indicators and trends.
- Rapidly adapt to new technologies and possess expertise with MS Word, PowerPoint, Excel, Access, and broad range of statistical software.
- Good Working Knowledge in Tally, Win man and Genius software.

EXTRACURRICULAR ACTIVITIES

Community Service/ Participation	<ul style="list-style-type: none">▪ Event Management Coordinator, Holycross IMT Calicut, 2016-2017▪ Represented LPU in Leadership summit 2017, Indian School of Business, Mohali, Punjab▪ Guest Lecture Coordinator, LPU, November 2017.▪ Participated in B-quizz organized by Lovely Professional University. Sep 2017.▪ Students Coordinator of All Kerala Management Meet Conducted by Holycross IMT 2017▪ Member of Commerce and Management Association of Holycross IMT 2017▪ Participated in Case Based Presentation organized by Accounting and Business Law 2017▪ Participated in " Money Multiplier" conducted by MSOB Lovely Professional University 2017
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PERSONAL DETAILS

Date of Birth	: 07/09/1996
Gender	: Male
Nationality	: Indian
Marital Status	: Single.
Language Known	: English, Hindi, Tamil, Malayalam
Passport No	: P 9895228
Address	: Bu Ghaliba Building, Opposite Hor al Anz post office, Hor al Anz, Deira , Dubai

Declaration

All information furnished above is true and correct to the best of my knowledge. If I am given a chance to serve in your esteemed Organization I assure my best service at all level and at all times.

FAMAM AMJAD P.V