



Finance & Sales Professional MBA Graduate

PROFILE • ABOUT ME

Dynamic and deadline oriented **Finance Professional** with **2 Years experience** in **Accounts and Bank Sales**, skilled in **Financial Accounting, Financial Auditing, Cash Management, Billing, and Office Administration**. Highly efficient in effectively maintaining **accounting and financial information** for a large scale organization.

Well versed with **Reconciliations, Reporting, Auditing** and the **management of general accounting functions**. Superior analytical skills with an expertise in **transaction / workflow** details in support of process and **profit improvement**.

CAREER HIGHLIGHTS

- General Accounting
- Reconciliation of Accounts
- Account Receivable & Payable
- PDC Management
- Internal Financial Control
- Monthly /Quarterly/ Year End Closing
- Business Development
- Market Insights
- Direct Sales
- Negotiation & Customer Relation
- Budget Management
- Documentation & File Management

WORK EXPERIENCE

BRANCH SALES OFFICER

BANDHAN BANK

Kerala, India

- Administer and ensure compliance to all sales practices in branch
- Meet the business targets & Identify sales opportunities
- Direct operational activities on a day-to-day basis
- Generate leads for new business and customers
- Source accounts of small businesses and as well as households
- Maintain stability in smooth-functioning of the activities in branch
- Maintain knowledge on all bank products and services and assist to resolve customer queries
- Set all promotional activity, introduce new items and manage distributors in select markets.
- Part of the customer services team handling Inbound calls/outbound from Credit Cardholders

Aug 2020

- Mar 2021

ACCOUNTANT

ANN'S BAKERY & CONFECTIONERY PVT LTD

Kerala, India

- Handling Cash, Accounts Receivables & Accounts Payables

Jun 2018

- Sep 2019

ARAVIND KRISHNAN

DUBAI, UAE

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EDUCATION

Master of Business Administration

Bangalore University

Karnataka, India

Post Graduate

April 2017

Bachelor of Business Administration

Mahatma Gandhi University

Kerala, India

Graduated

April 2015

COMPUTER PROFICIENCY

Tally ERP 9

SAP SD

MS Office

Basic Computer Operations

SKILLS

- Excellent Communicator
- Good Typing Skills
- Time Management
- Leadership & Team Management
- Critical & Creative Thinking
- Professional Ethics
- Adaptability & Multi Tasking
- Planning & Organization

VISA STATUS

Valid UAE Visit Visa

VACCINATION STATUS

2 Dose Covishield

Vaccinated from: India

PERSONAL INFORMATION

Birthday

20/12/1994

Gender

Male

Marital Status

Single

Nationality

Indian

Passport

T9592853

- Maintain Book keeping & Ledger Accounts
- Invoicing all sales transactions
- Preparing a balance sheet, profit and loss statement, and other reports
- Preparing the quotation, sales invoice and delivery order
- Dealing with suppliers & Handling and maintain suppliers contribution details
- Handling of main petty cash transactions
- Leave management, overtime and monitoring daily attendance of the employees
- Examining bank statements and reconciling them with general ledger entries
- Support month-end and year-end close process
- Keep track on PD-cheques & smooth clearance of cheques
- Generating financial reports that display the company's profits, equity, and cash flow
- Preparation and e-filling of GST return in a timely manner
- Liasoning with Auditor in respect of Audit work relating to Tax

PERSONAL INTERESTS

- Travel
- Sports
- Social Media
- Music

LANGUAGES

English

Hindi

Malayalam