

# KEERTHI G KRISHNAN

MASTER OF BUSINESS ADMINISTRATION



Current location : Muwaileh, Al Sharjah  
Visa status : Sponsorship visa  
Mobile : +971588744811,+9715529319  
Email : keerthivipin19@gmail.com

## OBJECTIVE

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To work with an innovative organization to apply my complete potentials and knowledge for the growth of the organization and my professional growth by being resourceful, innovative and flexible.

## WORK EXPERIENCE

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### MUTHOOT FINANCE (MEHROLI, NEW DELHI)

Account Assistant (January 2015 – February 2016)

- Using accounting software to create spreadsheets and reports.
- Daily control over the accounting entries and voucher.
- Reconciliation Gold Stock.
- Preparing Bank Reconciliation Statement
- Preparation of monthly stock statement.
- Arrangement of Funds According to need.
- Dealing with customers and preparation of KYC.
- Responsible for petty cash handling.
- Dealing with Forex and Money Transfer.

### IMBUED GENERAL TRADING LLC, Dubai, UAE

Administrative Assistant (October 2020 – February 2021)

- Administrative tasks, Payroll activities, Maintain employee attendance
- Maintain and follow up minutes of meetings, Schedule and coordinate meetings, appointment and incoming calls with the Sales team.
- Accounts receivable follow ups. Monitor customer account details for non-payment and irregular payment.
- Maintain and develop a computerized customer contact database, corporate files and prospect database, Quotation, Sales and Performa invoices, Arrange sales meetings.
- Attending sales meeting and finalizing the contract.

## CAREER PROFILE

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- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

## EDUCATION QUALIFICATION

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**MBA- Master of Business Administration (HR and Finance):**

Guruvayurappan Institute of Management, Coimbatore.

(2012-2014)

**BBA - Bachelor of Business Administration:**

Ettumanoorappan College, Mahatma Gandhi University.

(2009-2012)

## ACADEMIC PROJECTS

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- A study on **FINANCIAL PERFORMANCE ANALYSIS IN MIDAS COMPOUND LTD**, Kottayam.
- A study on **THE PERFORMANCE APPRAISAL BENEFIT AND SERVICE AT OIL PALM PVT. LTD**, Kottayam.

## PERSONAL DETAILS

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<b>Date of birth</b>	: 19 <sup>th</sup> February, 1991
<b>Marital status</b>	: Married
<b>Nationality</b>	: Indian
<b>Languages known</b>	: English, Hindi, Malayalam, Tamil
<b>Passport Details</b>	: T8866431

## DECLARATION

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I hereby declare that the data provided above is true to the best of my knowledge.

Place : Muwaileh, Al Sharjah

Keerthi G Krishnan

Date :