

KEERTHI G KRISHNAN

MASTER OF BUSINESS ADMINISTRATION



Current location : Muwaileh, Al Sharjah
Visa status : Sponsorship visa
Mobile : +971588744811,+9715529319
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OBJECTIVE

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

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

- 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

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

- 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

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

DECLARATION

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

Place : Muwaileh, Al Sharjah

Keerthi G Krishnan

Date :