

- **Designed, Developed and successfully implemented** a new Journal Entry Template (JE template) in MS Excel to easily post the journals in to SAP (In absence of a standard template) with Client approval and appreciation, resulting in time savings of 80% for each posting.
- **Designed, Developed and successfully implemented** an Excel template to allocate the Invoice amount in to different cost centres for cost allocation purpose; resulting in time savings of 80% for each cost allocation.
- **Won ACS “Eagle” Award** for exceptional performance in Line of Business. This award is given to individual employees who have not only exceeded expectations in their area of work, during a particular month, but have also taken extra initiative/s in that month.
- **Won ACS “Eagle Squad” Award** in recognition of excellent team spirit resulting in exemplary contribution towards the Business and the Organization at large.
- Received **Service Excellence award** from the Director on May-2013(Once in a year)

XXXXXXXXXXXX COMPANY Ltd. Bangalore, India

Feb 10 to Oct 10

Relationship Manager

- **Directly Reported** to Branch Manager.
- **Product presentation**, marketing and direct sales.
- **Awarded** “Best Relationship manger July 2010” by the Regional manager

Junior Accountant - XXXXXXXX GROUP, XXXXXXXXX, Kerala, India

June 07 to Mar 08

- **Directly Reported** to Sr. Accountant for Voucher Entry, Book Keeping. Maintained Accounts up to Finalization. Maintained Purchases, Sales and Stock Register, Prepared Month end statements in Excel.
- **Appreciated** by clients for excellent technical and deep diagnostic skills.

PROFESSIONAL QUALIFICATIONS

- **MBA (Finance)** - XXXXX School of Business, Bangalore-Karnataka, India - 2009
- **Bachelor of Commerce** - XXXXX College, XXXXX University, India - 2007

PROFESSIONAL TRAININGS ATTENDED

- New Hire Orientation program by ACS - Business & Email etiquette, Excel intermediate, Time Management, Call Handling & Analytical Skills, Excel VBA, Learn-2-Lead, Six Sigma.

References : Available upon request