



# AKSHAI M

## Mobile:

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## Email:

[akshaim1234@gmail.com](mailto:akshaim1234@gmail.com)

## Location:

Dubai, UAE

## ACADEMIC CREDENTIALS

### MASTER OF COMMERCE | 2017 (Not Completed)

- Annamalai University

### BACHELOR OF COMMERCE (B. Com) (COSTING & TAXATION) | 2015

- Kerala University

### HIGHER SECONDARY | 2012

- Board of Higher  
Secondary Examination,  
Kerala, India

### SSLC | 2010

- Board of Public  
Examination, Kerala, India

## PERSONAL STRENGTHS

- **COMMUNICATION** -  
Interpersonal skills – verbal,  
problem solving and listening  
skills in any administrative  
role.
- **SERVICE** - Having a client  
focused approach Skills  
include Patience,  
Attentiveness, and a positive  
language.
- **ORGANIZATION** - Helping  
others, organizing a to-do  
list. Prioritizing tasks by the  
deadline for improving time -  
management.
- **MANAGEMENT**-  
Management skills to direct  
others and review others  
performance.

## PROFILE SUMMARY

- ❖ Having **7+ Years** of Experience in Operations Department.
- ❖ Motivated, problem solver, quick learner, and trained professional looking to obtain a challenging and rewarding position. Capable of handling a very hectic and busy environments and adapt well to changes.

## KEY SKILLS

Leadership Skills

Work ethic

Interpersonal Skill

Multitasking

Analytic Skills

Time Management

Problem Solving

Adaptable

Believe in Teamwork

## EMPLOYMENT CHRONICLE

- **OPERATION DEPARTMENT & UNDER RIGHTING DEPARTMENT**  
**TATA AIA LIFE INSURANCE COM LTD** | 14<sup>th</sup> Nov 2022 – 19<sup>th</sup> Jan 2023
- **OPERATION DEPARTMENT**  
**FUTURE GENERALI INDIA LIFE INSURANCE COM LTD** |  
20<sup>th</sup> Nov 2019 – 04<sup>th</sup> Nov 2022
- **OPERATION DEPARTMENT**  
**EDELWEISSTOKIO LIFE INSURANCE COM LTD** | Sept 2017 - Nov 2019
- **OPERATION DEPARTMENT**  
**RELIANCE NIPPON LIFE INSURANCE COM LTD** | Mar 2016 - Sep 2017
- **ACCOUNTANT**  
**SREE MAHADEVA AGENCY SAMSUNG DISTRIBUTOR** |  
12<sup>th</sup> Mar 2015 – 23<sup>rd</sup> Feb 2016

### Key Responsibilities in Operation Department

- Policy servicing-Underwriting of medical & non- medical proposals and issue of policy documents.
- Handle all inbound calls for renewal premium collections supervising office upkeep, maintenance of inventory (assets as well as stationery).
- Handling accounts & finance- issue of receipts (First premium as well as Renewals).
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LANGUAGES KNOWN

English 100%  
Malayalam 100%

DRIVING LICENSE  
DETAILS

Holder of Valid Indian driving  
license  
license number: 25/6883/2015

HOBBIES

   
Listening Music      Reading

REFERENCE

- Available upon request

- Preparation and payment of vouchers, banking of collections, reconciliation of bank accounts & all book keeping activities and work accordance to instructions issued by HO/ZO finance team, commission cheques and demand drafts.
- Preparation of joining report of new sales managers, provide job orientation, license renewal information, agency year ending information etc.

Key Responsibilities as Accountant

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.

PERSONAL DOSSIER

Gender : Male  
Date of Birth : 11/12/1993  
Nationality : Indian  
Marital Status : Single  
Permanent Address : Vilayil Veedu  
Maniyar PO, Punalur, Kollam,  
India, Kerala-691333

PASSPORT & VISA DETAILS

Passport Number : N3393220  
Date of Expiry : 06/10/2025  
Visa Status : Visiting Visa

DECLARATION

I hereby declare that the above-mentioned information is true and correct and I Bear the responsibility for the correctness of the above-mentioned particulars

AKSHAI M