

AKHIL A S



PERSONAL DETAILS

Contact : 0506761820

Mail id : akhil.asok2012@gmail.com

Location : Trivandrum, Kerala

Nationality : Indian

Gender : Male

AREA OF EXPERIENCE

- Financial Modelling
- Forecasting
- Budget management

SOFTWARE PROFICIENCY

- Microsoft Office Package
(Excel, Word, Power point, Outlook)

SKILLS

- Hard-working
- Positive attitude
- Quick learner and innovative
- Communication skills
- Self-motivation
- Confidence
- Sincerity
- Loyalty
- Problem Solving
- Diligence

OBJECTIVE

Detail-oriented financial analyst with 8+ years of sound experience in financial modeling, forecasting, and budget management. Need to build a career in a sector, where I can utilize my knowledge and skills to improve the efficiency of the organization and achieve better results. Taking up the challenges and tackling problems in a manner that will be beneficial to the organization and also promote my own self development. To work hard with full dedication for the achievement of organization objective under satisfying job contact. Willing to work as a key player in a challenging and creative environment.

PROFESSIONAL EXPERIENCE

➤ DESIGNATION: DEPUTY MANAGER

EMPLOYER: KOTAK SECURITIES LTD

LOCATION: TRIVANDRUM, KERALA

(2018 - 2023)

- ✓ Acting in place of the manager when they are not available
- ✓ Assisting managers in taking important decisions regarding management procedures and operations
- ✓ Demat, Trading account processing and file management
- ✓ Attending meetings and preparing detailed reports
- ✓ Dealing with trading terminals KEAT PRO and ODIN
- ✓ Assist in processing payments and providing Closure Letters
- ✓ Hiring and training new staff in their department and ensuring that they are follows company rules, guidelines
- ✓ Helping the company monitor and achieve business goals
- ✓ Coordinating with different departments like finance, accounting, human resources and marketing
- ✓ Monitoring implementation and execution for projects
- ✓ Preparing weekly or monthly reports and analyzing business metrics
- ✓ Working closely with members of their team to achieve targets or implement strategies
- ✓ Maintaining accurate records of financial and legal matters
- ✓ Maintaining an open channel of communication with different departments, project teams and upper management
- ✓ Providing a detailed summary of activities to keep senior managers informed
- ✓ Assisting the operations manager in developing company policies
- ✓ Identify and participate in the development of system-driven process improvements
- ✓ Receive training in and assist with the review, analysis, and processing of cash receipt documents
- ✓ Serve as a basic point of contact for customers with complaints, queries, requests, feedbacks
- ✓ Ensure that all customer requests, queries, and complaints are responded to in a timely and professional manner.

STRENGTH

- ✓ High organizational and supervisory skills and sound ability to proper working of the firm.
- ✓ Excellent interpersonal skills and great ability to interact with people at all level.
- ✓ Very energetic, organized and have well onsite knowledge.
- ✓ Great ability to deal with the queries, problems or complaints & Strong resolving power with the leader ship and team player qualities.

LANGUAGES

ENGLISH	★★★★★
HINDI	★★★★★
MALAYALAM	★★★★★
TAMIL	★★★★★

➤ DESIGNATION: RELATIONSHIP MANAGER

EMPLOYER: NIRMAL BANG SECURITIES LTD
LOCATION: TRIVANDRUM, KERALA
(2015 - 2017)

- ✓ Demat and trading account processing
- ✓ New client acquisition sell third party products and also operational activities
- ✓ Ensure high levels of customer satisfaction through excellent service
- ✓ Build and improve relationships with customers, key suppliers and partners.
- ✓ Review company practices to ensure clients get maximum satisfaction from their purchases.
- ✓ Identify potential opportunities and inform the sales team to follow up.
- ✓ Educate and inform clients about the company's products, services and special offers.
- ✓ Attend to client complaints and resolve issues promptly.
- ✓ Conduct customer satisfaction surveys and recommend ways of improving client satisfaction.
- ✓ Work with internal departments to ensure company meets clients' expectations.
- ✓ Oversee customer relationship management system.
- ✓ Understand customer needs and develop plans to address them
- ✓ Identify key staff in client companies to cultivate profitable relationships
- ✓ Resolve customer complaints quickly and effectively
- ✓ Forward upselling and cross-selling opportunities to the sales team
- ✓ Promote high-quality sales, supply and customer service processes
- ✓ Aim to preserve customers and renew contracts
- ✓ Approach potential customers to establish relationships
- ✓ Gain solid knowledge of competitors

ACADEMIC QUALIFICATIONS

- ✓ **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
MG UNIVERSITY
2017

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date :

Signature