



ASHMIN KURIAN
(M Com Finance)

CAREER OBJECTIVE

To Build a Career in Finance field and administration to enhance my skills and learn new finance terms for growth of organization as well as individual growth.

CONTACT DETAILS

Flat No.406
Swiss House LLC
Ammar bin Yasir
St - Al Rashidiya 2 - Ajman
Near Rashidiya Tower
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EDUCATION

- **Master's Degree in Commerce (Finance)**
Mahatma Gandhi University – 2019
(81%)
- **Bachelor's Degree in Commerce (Computer Application)**
Mahatma Gandhi University – 2017
(85%)
- **12th Grade** – Kerala Board – 78%
- **SSLC** – Kerala Board – 82%

PROJECT

- M.Com Project Title: "Customer centric study on e-banking with special reference to forty plus age category".
- B.com Project Title: "A study of employees welfare among the members in MRF Ltd. No. K -674".

WORK EXPERIENCE

OFFICE ASSISTANT

(National Homoeopathy Research Institute in Mental Health, Kottayam, Kerala- 22.09.2022 to 31.08.2024)

Roles and Responsibilities:

- Oversaw clerical tasks, including promptly responding to emails and drafting letters to relevant authorities, ensuring effective communication and timely correspondence.
- Maintained an inventory of office supplies related to file management, ordering new materials as needed to ensure efficient operations.
- Organized and maintained files, ensuring easy access to important documents.
- Took and delivered messages promptly, facilitating efficient communication among staff.
- Ensured the office environment operated smoothly by addressing daily administrative needs.
- Assisted in various hospital programs, providing administrative support.
- Maintained records of student attendance and participation in academic activities, promoting accountability.
- Supported faculty in the Certificate Verification process at the University (KUHS), ensuring compliance and accuracy.
- Coordinated scheduling for assignments, seminars, and duties for Post Graduate students, optimizing faculty time management.
- Assisted in university inspections, helping to ensure compliance with academic standards.
- Facilitated student admission procedures, guiding applicants through the process to enhance their experience.

BUSINESS DEVELOPMENT EXECUTIVE

(Ideal MG Educare LLP, Kottayam, Kerala- 27.01.2022 to 30.06.2022)

Roles and Responsibilities:

- Conduct outreach via email, social media, and phone to generate interest in the institution's services.
- Schedule interactive live sessions with students and teachers using platforms like Zoom, Skype, Google meet or Microsoft Teams.
- Regular Check-Ins and collaborative assessment with students, parents and teachers to Address and resolve any issues promptly.
- Maintaining Excel records to efficiently track and reach out to interested clients.

MY JOB SKILLS

- Ability to prioritize tasks
- Innovation
- Record keeping and documentation
- Understanding
- Office Management
- Communication
- Initiative
- Coordination
- Stability
- Time Management
- Inventory Management

TECHNICAL PROFILE

- Operating Systems: Windows
- Packages: MS Word, MS Excel, Power Point
- Tally ERP 9
- AHIMS (Ayush Homoeopathy Information Management System)

PERSONAL PROFILE

Date of Birth : 17/06/1996
Gender : Female
Nationality : Indian
Marital Status : Married
Passport Number : W3616161
Visa Status : Dependent Visa

INTERESTS

- Travelling
- Listening Music
- Drawing
- Mentoring

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

- Coordinate Training to students and Mentorship Programs to experienced staff with seasoned faculty for guidance and support.
- Ensuring staff have the necessary textbooks, technology, and teaching aids.

ACCOUNTANT-CUM-AUDIT ASSISTANT

(Ayyar & Cherian Chartered Accountants Pvt. Ltd, Kottayam, Kerala – 26.08.2019 to 18.03.2020)

Roles and Responsibilities:

- Assisted in collecting and organizing financial data for audit preparation and report generation.
- Maintained accurate financial records, prepared detailed reports, and reconciled bank statements.
- Managed bank deposits, general ledger postings, and financial statements.
- Contributed to the team by effectively handling various accounting tasks.
- Entered financial transactions using Tally ERP 9 software for streamlined operations.
- Reviewed and updated Excel data and invoices from multiple firms for accuracy.
- Supported accounts payable and accounts receivable processes to ensure timely financial management.

ACHIEVEMENTS

- Diploma in Computerized Financial Management (First class with Distinction).
- Presented in the National Paper Presentation on “GST- One Country, One Tax and One Market” at Kristu Jyoti College Changanacherry.

REFERENCES

Mr. M.P. Uthaman Nair
Junior Administrative Officer
National Homoeopathy Research Institute in
Mental Health, Kottayam
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