

## NEVIN BEN CLEMENT

Abu Dhabi, UAE

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Visa Status: 60 days Visit Visa valid till 14/03/2024

UAE Driving License: Yes



### **Professional Profile**

I am seeking a dynamic and challenging position where I can leverage my robust expertise in finance, operations, and customer service. As a proactive leader, I am dedicated to achieving tangible results, elevating customer experiences, and fostering revenue growth. My aspiration is to contribute to an innovative, team-oriented organization that values continuous learning, allowing me to further enhance my skills and knowledge. With a cumulative experience of 8 years, including 6 years specializing in accounting and audit functions, I am poised to bring a valuable blend of strategic vision and hands-on experience to drive success in a collaborative environment.

### **Skills**

<b><u>Finance and Accounting Skills</u></b>	<b><u>Banking and Operations Skills</u></b>	<b><u>Softwares</u></b>	<b><u>Communication and Interpersonal Skills</u></b>
Financial Analysis	Customer Service	Quickbooks	Customer Engagement
Budgeting	Cross-Selling	SAP	Internal Communication
Risk Assessment	Account Opening (Video KYC)	Microsoft Excel	Team Leadership
GAAP	Payment Transfers (NEFT, RTGS)	Microsoft Office	Relationship Building
Financial Reporting	Banking Operations	Power BI	Problem Resolution
Tax Preparation	Teller Services		Proactive Leadership
Monthly, Quarterly, and Annual Closings	Portfolio Management		Team Collaboration
Reconciliation (Bank, Accounts Payable, Accounts Receivable)	Referral Generation		
Financial Planning	Digital Banking (Internet Banking, Mobile Banking)		
Audit Testing	Sales and Business Development		
Trade Finance			
UAE VAT			
WPS			

## **Experience**

### **1. Axis Bank|India**

Designation: Assistant Manager

Industry: Banking

September 2021 to September 2023

- Delivered tailored financial solutions, expanding customer base through referrals and visits.
- Managed cash transactions as Teller, ensuring adherence to organizational standards.
- Enhanced customer satisfaction by addressing evolving needs within a designated portfolio.
- Successfully onboarded new customers, utilizing Video KYC and meticulous document verification.
- Introduced and promoted digital banking channels to improve customer accessibility.
- Proactively Cross-Sold Bank products and third-party offerings, contributing to revenue growth.
- Facilitated efficient banking operations, handling payment transfers via NEFT and RTGS.

### **2. T Choithram & Sons|Dubai, UAE**

Designation: Credit Controller

Industry: FMCG

August 2019 to February 2020

- Conducted credit checks on new customers and resolved invoice payment issues promptly.
- Implemented procedures for timely payments, reducing debtor DSO and ensuring high customer retention.
- Reconciled complex month-end accounts, maintaining financial accuracy.
- Liaised with customers and internal teams, optimizing credit and collection processes.

### **3. International Décor Co. LLC|Abu Dhabi, UAE**

Designation: Accountant

Industry: Construction-Interior Finishing

June 2018 to June 2019

### **4. Uplift Delivery Services LLC|Dubai, UAE.**

Designation: Accountant

Industry: Logistics & Manpower

March 2017 to May 2018

### **5. Liwa Petroleum & Industrial Supplies LLC|Abu Dhabi, UAE.**

Designation: Accountant

Industry: Oil & Gas

November 2015 to February 2017

**Accounting Job Summary:** In my daily routine, I efficiently managed accounting tasks and financial reporting. This includes overseeing payroll, accounts payable, and receivable, conducting daily bank and account reconciliations, trade finance and preparing accurate financial statements. I navigate Value-Added Tax (VAT) processes, handle daily purchase orders, and utilize tools like Excel and Quickbooks for financial management. Effective communication with the team is a priority, and I contributed to accounts finalization while ensuring compliance in daily general ledger operations.

## **Education**

### **1. Post Graduate Diploma in Banking Services (PGDBS) | 2020 to 2021**

Institute: Manipal Academy of Banking, Financial Services & Insurance (MABFSI), Bangalore, India

Axis Young Bankers Program

The curriculum is a mix of classroom sessions, role playing and internships which helps students develop a comprehensive understanding of banking.

### **2. Degree: Bachelor of Commerce (Professional Accounting) | 2011 to 2014**

Institute: Nehru Arts & Science College, Bharathiar University, Coimbatore India

- Active member of National Social Scheme and Red Cross, Public Relations member in the college student ministry and Commerce Department students committee member.
- Attended various seminars and workshops on Commerce, Entrepreneurship, Chartered Accounting and Personality Development.

**Academic Project:** Customer Satisfaction of Volkswagen Cars

Location: EVM Volkswagen, Kollam India.

### **3. Diploma in Indian & Foreign Accounting (IAB London) | 2010 to 2011**

Institute: G-TEC Computer Education, Kollam, India

Certified by the International Association of Bookkeepers, London, United Kingdom. The course provided knowledge about basic accounting activities. Software's such as Microsoft Word, Excel & PowerPoint, Tally 9 ERP, and Peachtree were part of the curriculum.

## **Training and Certifications**

- In House Awareness program for Health, Safety & Environment (HSE) Management system which covered ISO 14001: 2004 & BS OHSAS 18001:2007
- Fundamentals of Digital Marketing| Google Digital Unlocked
- Communication Skills| Tata Consultancy iON E-learning
- Awareness Course on Goods & Services Tax (GST)| ICT Academy
- Certificate Exam for Corporate Agents| IRDAI
- NISM Series V-A: Mutual Fund Distributors Certificate
- NISM Series VI: Depository Operations Certificate