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PROFESSIONAL EXPERIENCE

Accountant : Aim Pharma and Surgicals, Charumoodu *February 2023 - September 2024*

- Managed daily financial records for over 50 transactions while ensuring full tax compliance.
- Ensured timely payment of supplier invoices, improving vendor relationships by 20%.
- Reconciled bank statements with store records, maintaining 100% accuracy and financial transparency.
- Monitored inventory of 200+ medical products, reducing stock shortages by 15%.

Business Development Executive: Tech Band Technologies *January 2023 - January 2024*

- Achieved a 40% boost in repeat business within one fiscal year by strategically leading client interactions.
- Conducted market research and networking to identify and pursue new business opportunities, resulting in a 30% increase in the client base over 1 year.
- Developed and delivered presentations to key stakeholders, leading to a 30% increase in client engagement.
- Curated and scheduled engaging social media content across 5 platforms, expanding audience reach to 50,000 users within 1 year.

Business Executive (part-time): Brothers La Belle *January 2020 - December 2022*

- Coordinated purchase entries and sales billing, ensuring seamless financial transactions and accurate record-keeping, resulting in a 15% reduction in invoicing errors.
- Led negotiations and successfully closed deals, improving the overall closure rate by 30.
- Established strong relationships with clients, resulting in a nearly 50% increase in client retention.
- Collaborated with a team of 5 to share insights and implement best practices.

EDUCATION

Master of Business Administration from *University of Kerala* *September 2020 – September 2022*
Bachelor of Commerce from *University of Kerala* *July 2017 – July 2020*

PROJECTS

A study on workforce diversity, the key to improve productivity with reference to DIYA HERO *October 2022*

- Conducted a 1-month comprehensive study to understand the impact of workforce diversity on employee engagement, productivity, and overall company performance.
- Collected data from 20 employees through surveys and interviews.
- Found that departments with higher diversity scores reported a 30% increase in employee engagement.

Organizational study about WIPRO, INFOSYS, TCS *October 2021*

- Found that TCS dominates in terms of operational areas and employee count, with over 500,000 employees and operations in 46 countries.
- Identified Wipro as excelling in quality with a client retention rate of 98%.
- Recognized Infosys as a global leader with a market capitalization of \$80 billion and serving clients in over 50 countries.

CERTIFICATIONS

• HR Generalist from *Nextgen HR* *September 2024*
• Supply Chain Management from *Great Learning Academy* *May 2024*
• MS Office Specialist from *Microsoft* *October 2022*
• NPTEL Online Certification on Leadership from *IIT Kharagpur* *August 2022*
• NPTEL Online Certification on Business & Sustainable Development from *IIT Kharagpur* *August 2021*

SKILLS AND INTERESTS

Soft skills: Attention to detail, Organization, Time management skills, Critical thinking, Teamwork, and Multitasking.

Hard skills: TALLY ERP 9, Pocket HRMS, Microsoft Power BI, Excel, PowerPoint, Word, Outlook, Adobe Photoshop, Adobe Illustrator, Adobe Premier Pro, ChatGPT Prompt Writing

Interests: Travel, Football, History

LANGUAGE

English, Malayalam, Arabic, Tamil