



# ASHLY MELVIN

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**Address: New Ind. Area Ajman UAE**

## **Personal Info**

Gender: FEMALE  
DOB : 26/5/1997  
Nationality: INDIAN  
Marital status:  
MARRIED  
Visa Status: VISIT VISA

## **SKILLS**

- Operations Management
- MS Office Tools
- Tally Software
- Team Handling

## **Languages Known**

- English
- Malayalam
- Hindi
- Tamil

## **Carrier Objective**

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

## **Experience**

- Deputy Manager at INDUSIND BANK  
February 2022 To October 2023
- HR Assistant at YORK RECRUITMENT AGENCY  
June 2021 To January 2022
- Assistant Manager at ICICI BANK  
August 2019 To March 2021

## **Education Qualification**

- MBA In Finance and HR  
DC School of Management and  
Technology, Kerala  
2019
- B.Com In Finance And Taxation  
M G University Kottayam, Kerala 2017

## **Duties And Responsibilities**

- A banker's primary responsibility is to serve consumers who require financial services.
- Bankers are responsible for determining their client's bank's ability to meet the customer's financial needs, you must review his financial history.
- A Banker keeps precise and full records of your institution's financial transactions.
- It requires recording all account payments and reconciling bank records at the end of the day.
- Organize and manage employee records.
- Assists in the recruitment process.
- Addressing employee questions or concerns related to HR policies during onboarding.
- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings
- Relationship building and monitoring budgets

## **Declaration**

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

**UAE**

**Ashly Melvin**