



# SIVARAJ K P

## ABOUT ME

Motivated and detail-oriented commerce graduate with hands on experience in finance, accounting and customer handling roles. Proven ability to manage financial transactions, support banking operations, and analysis business processes. Enhance my skills and be able to contribute to the growth and success of the organization. Now looking for a suitable position in a company which offers genuine room for progression and where i can make significant contributions.

## WORK EXPERIENCE:

### **RE-FINANCE MARKETING OFFICER- HUB CO-ORDINATOR**

INDUSIND BANK PVT LTD - FEB 2023 - MAR 2025

- Team handling - business and collection coordination and document verification.
- Enhanced efficiency in refinancing for current clients.
- Monitored staff performance and developed improvement plans.

### **BUSINESS AND COLLECTION EXECUTIVE**

INDUSIND BANK PVT LTD - JUNE 2021- JAN 2023

- Managed customer inquiries, processed EMI collections, and verified documents.
- Assisted in maintaining customer transaction records.

### **JUNIOR ACCOUNTANT**

FINPROV LEARNING PVT LTD - 2020 AUG - 2021 JUNE

- Created and maintained journal entries, maintaining exceptional accuracy throughout.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
- Accounting software Tally, QuickBooks to record financial transactions and generate reports for management review.
- Assisted in the preparation of monthly financial statements, including profit and loss accounts, balance sheets, and cash flow statements.
- Ensuring compliance with financial regulations
- Managing accounts payable and receivable and payroll

## **CONTACT**

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Address: DUBAI - UAE

## **EDUCATION**

**FINPROV INSTITUTE**

CBAT ACCOUNTING

2020 - 2021

**SNDP YASC, KALICHANADUKKAM**

Bachelor of Commerce

2017 - 2020

## **SKILLS**

- Team Handling
- Customer relationship management
- Sales strategy
- Market analysis
- Financial Reporting
- Account Reconciliation
- Budgeting and Forecasting
- Tax compliance
- Account payable and receivable
- Audit supporting
- Strategic planning
- Client relationship
- Market research
- Target achievement

## SOFTWARE SKILLS

- MS-EXCEL
- MS-WORD
- MS-POWERPOINT
- TALLY
- QUICKBOOKS
- FINACLE
- PROLENDZ
- PROCREDIT

## LANGUAGE SKILL

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

## DRIVING LICENSE DETAILS

### LICENSE NUMBER:

KL60 20190020658

Date Of Issue :18/11/2019

Date Of Expiry :26/11/2039

NATIONALITY : INDIAN

## PERSONAL STRENGTHS

- **DETAIL ORIENTED** - Ensures accuracy and precision in all tasks, particularly in financial documentation and reporting.
- **ANALYTICAL THINKING** - Skilled in examining data to identify patterns, solve problems, and supporting strategic decisions.
- **TIME MANAGEMENT** - Prioritizes tasks efficiently to meet deadlines without compromising quality.
- **ADAPTABILITY** - Quickly adjusts to changing environments and embraces new challenges with flexibility.

## PERSONAL DETAILS

GENDER : MALE

DATE OF BIRTH : 27/11/1999

NATIONALITY : INDIAN

MARITAL STATUS : SINGLE

PERMANENT ADDRESS : MOOLAMKUDIYIL HOUSE,  
KUMBALAPPALLY,PERIYANGANAM P.O, NILESWAR  
VIA,KASARGOD,KERALA,671314.

## PASSPORT DETAILS

Passport Number : V7679736

Date Of Issue :28/03/2022

Date Of Expiry :27/03/2022

Place Of Issue :KOZHIKKODE

## DECLARATION

I hereby declare that the information provided in this resume is true to the best of my knowledge and belief. I am open to new challenges and opportunities for professional growth..

Place:Dubai

**SIVARAJ K P**