




SIVARAJ K P

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

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

🔗 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 ADRESS : 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