



STEPHEN PRAVEENNATH A



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EDUCATION

MBA

(Marketing & Finance)
Sacred Heart College,
Tamil Nadu, India
GPA: 7.3 (2017 - 2019)

B.Com

(Commerce)
St. Joseph's College,
Tamil Nadu, India
GPA: 6.5 (2014 - 2017)

PERSONAL DETAILS

DOB: 26 Dec 1996
Languages Known :
English, Tamil,
Malayalam, Hindi
Nationality : Indian
Marital status : Single

ADDRESS

Abu Hail, Dubai.

PROFESSIONAL SUMMARY

To seek an opportunity in a well-known organization that allows me to develop and enhance my skills, and become a valuable part of the organization's growth

PROFESSTION

Junior Accountant, Accounting Executive, Sales Executive, Sales Associate, Sales

WORK HISTORY

Senior Analyst,
State Street Financial Group LLC , Chennai, India.
March 2021 - October 2022 (1.7 Years)

- ❖ Manage day-to-day financial operations of and provide strategic support to the company growth
- ❖ Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records
- ❖ Ensure the accuracy of an organization's financial documents for payment, auditing and tax purposes
- ❖ Handle monthly, quarterly and annual closing, reconcile financial books including incoming and outgoing funds
- ❖ Reconciling invoices and identifying discrepancies and Creating and updating expense reports
- ❖ Practice effective monitoring to ensure payments are made to vendors in a timely manner
- ❖ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- ❖ Update financial data ensure that information will be accurate and immediately available when needed
- ❖ Provide other clerical support necessary to pay the obligations of the organization
- ❖ Maintain meticulous records of outstanding payables, Protect businesses against unintentional overpayment
- ❖ Tracking payments to internal and external stakeholders, Manage balance sheets and profit/loss statements
- ❖ General bookkeeping, including keeping track of receipts, payments and other financial transactions

SKILLS

- Analytical and problem solving skills
- Teamwork, Team Management
- Strong knowledge of corporate finance
- Strong decision-making
- Ability to gather financial data
- Financial Restructuring
- Active learning
- Critical thinking
- Strong written and oral communication.

INTERESTS AND HOBBIES

- ✓ Sports (I'm a club level Football player)
- ✓ Outdoor Activities
- ✓ Volunteer Worker
- ✓ Clubs and social Activities
- ✓ Listening Music

APPLICATION LIST

WSO, MCH, CAM, VMW, LoanOps, Loan service dashboard, Scheduler Assistant, MS Excel (advanced), Tally ERP

Sales Executive,
Godrej Consumers Product Ltd, Trichy, India.
September 2019 - February 2021 (1.5 Years)

- ❖ Prepare and deliver appropriate presentations on products and services
- ❖ Create frequent reviews and reports with sales and financial data
- ❖ Ensure the availability of stock for sales and demonstrations
- ❖ Participate on behalf of the company in exhibitions or conferences
- ❖ Negotiate/close deals and handle complaints or objections
- ❖ Collaborate with team members to achieve better results
- ❖ Gather feedback from customers or prospects and share with internal teams
- ❖ Conduct market research to identify selling possibilities and evaluate customer needs
- ❖ Actively seek out new sales opportunities through cold calling, networking and social media
- ❖ Respond to questions, direct customers to merchandise within the store, and provide excellent customer service
- ❖ Follow and achieve department's sales goals on a monthly, quarterly and yearly basis
- ❖ Suggest ways to improve sales (e.g. planning marketing activities, changing the store's design)
- ❖ Ensure high levels of customer satisfaction through excellent sales service
- ❖ Assess customer's needs and provide assistance and information on product features
- ❖ Welcome customers to the store and answer their queries
- ❖ Maintain in-stock and presentable condition assigned areas
- ❖ Actively seek out customers in store
- ❖ Remain knowledgeable on products offered and discuss available options
- ❖ Process POS (point of sale) purchases
- ❖ Team up with co-workers to ensure proper customer service
- ❖ Build productive trust relationships with customers

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

VISA DETAILS

Visiting Visa 2 months (Valid until 25 April 2023)