



MUNEER M K

FINANCE AND OPERATIONS

📍 SALAM ST, ABU DHABI, UAE

📞 504061070

✉️ muneermk394@gmail.com

ABOUT ME

Manager with over 6 years of experience. Proficient in all aspects of Management and Operations, including Finance and Accounts Management, Customer Service, Staff Coordination and Products Sales.

LINKS

Linkedin:

<https://www.linkedin.com/in/muneer-m-k-ba90b9230>

Indeed:

https://profile.indeed.com/?hl=en_AE&co=AE&from=gnav-passport--

PERSONAL DETAILS

Date of birth

18/11/1988

Nationality

Indian

Visa status

Visit

Marital status

Married

LANGUAGES

ENGLISH

HINDI

TAMIL

MALAYALAM

WORK EXPERIENCE

ICL FINCORP

Eranakulam, Cochin
May 2016 - Dec 2022

Branch Manager

- Ensures business processes, administration, and financial management.
- Leads planning and forecasting activities to achieve business and company goals.
- Maintains accounting system.
- Reviews day to day financial and business reports.
- Analyzes revenue, expenses, cash flows, and balance sheets.
- Investigates means to improve profitability.
- Reviews and processes payments of the company.
- Maintains an accurate filing and record keeping system for all books of account and other documents.
- Participates in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the business.
- Control, Coordination and Communication with people and ensuring their working abilities.
- Discovering and Implementation of new ways for working environment.
- Establish and maintain relationships.
- Ensures a safe, secure, and legal work environment smoothly
- Maintains quality service by enforcing quality and customer service standards.
- Monitoring progress and ensuring goals are met.
- Developing and Motivating team members.
- Conducting Business Promotional and Development Activities.

MEC ENGINEER INDIA

Thiruvananthapuram
Aug 2013 - Apr 2016

BUSINESS ANALYST

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, developing and implementing solutions.
- Working closely with clients, technicians, and managerial staff.
- Analyzing solutions meet business needs and requirements.
- Updating, implementing, and maintaining procedures.
- Allocating resources and maintaining cost efficiency.
- Managing and monitoring performance and also ensuring timely completion of projects

DRIVING LICENSE

Driving license category
International

EDUCATION

MAHATHMA GANDHI
UNIVERSITY
Eranakulam
2013

MBA
Master of Business Administration - Finance and HR
Management Mahatma Gandhi University with 67%

MAHATHMA GANDHI
UNIVERSITY
Eranakulam
2009

Bachelor of Arts
Bachelor of Commerce - Taxation
Mahatma Gandhi University with 63%

SKILLS

BUSINESS OPERATIONS

BANKING PRODUCTS & SERVICE

FINANCIAL ANALYSIS

RISK MITIGATION STRATEGIES

ANALYTICAL SKILL

STAFF EVALUATION

CUSTOMER SERVICE

LEADERSHIP

MANAGEMENT

COORDINATION

DECISION MAKING

COMMUNICATION

TEAM WORK

INTERPERSONAL- RELATIONSHIP

TECHNICAL SKILL

- MS Excel
- MS Word
- MS Powerpoint
- Tally Software
- Zoho books
- ERP System
- MIS System