



Soja C S

UAE

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OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

EXPERIENCE

October 2021 - January 2023

Manappuram Finance Ltd

Branch Manager

- Manage employees and lead day-to-day responsibilities.
- Recruit and interview new employees.
- Assist with customer service to ensure overall customer satisfaction.
- Oversee reports for budgets and financial reports.
- Create plans and forecasts that are built to fit future needs.
- Work to grow business and customer acquisition.
- Meeting monthly and day to day targets.

Decemeber 2020 - October 2021

Manappuram Finance Ltd

Assistant Branch Head

- Assists manager in efforts to reach profit, performance, and customer service goals.
- Oversees branch services, especially customer service, to ensure excellence contacts or assists customers and prospective customers.
- Coordinates communication with branch staff.
- Oversees and assists with the preparation of all branch reports for approval by manager.
- Attends and participates in periodic staff meetings.
- Manages branch operations when manager is absent.
- Performs other related duties as assigned.

August 2019 - December 2020

Manappuram Finance Ltd

Junior assistant

June 2017 - November 2018

Subhash and co

Accountant

- Use computer software to manage reports and track financial data
 - Verify or reconcile bank transactions.
 - Create and manage a systematic filing system
 - Ensuring payments, amounts and records are correct.
 - Invoice processing and filing.
 - Working with sales and purchase ledgers and journals.
 - Preparing purchasing purchase order and verifying quatation received
 - Cash management
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EDUCATION

- **Sree Narayana Guru College of Advanced Studies Nattika**
2014-2017
B.com(Finance)
 - **Pondichery University**
2021
MBA(HR)
 - **G-Tech education Institute India**
2018
Diploma in Indian and Foreign accounting
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SKILLS

- Communication
 - Tally prime
 - M.s office excel
 - Standards of accounting
 - Accuracy
 - Accounting
 - Proficiency with accounting software
 - Basic maths
 - Book keeping
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PROJECTS

- **Impact of Motivation on job satisfaction-2021**
A detailed study on how motivation impacts on job satisfaction at Manapuram finance ltd
 - **Impact of advertisement on buying behaviour-2017**
A detailed study on how advertisement impact customers on their buying behaviour
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LANGUAGES

- English
 - Malayalam
 - Tamil
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PERSONAL DETAILS

Date of Birth : 30/04/1997

Marital Status : Married

Nationality : India

REFERENCE

- Can be provided upon request -