



SREERESHMI PR

CONTACT:

Abu Dhabi, UAE

| 527905358

| Sreereshmi338@gmail.com

SKILLS:

- Commercial awareness
- Financial planning
- Staff Training & Development
- Good Grasping Power
- Strong Team collaboration skill
- Relationship Management
- Decision Making
- Leadership
- Ability to work under pressure
- Confidence
- Excellent interpersonal skills
- Problem solving
- Planning Analysis Client

SUMMARY

To work for an organization wherein I will be able to integrate my skills with my knowledge, hard work and expertise for the fulfillment of the objectives of my company along with personal growth and learning.

Sometime under pressure- in addition to managing a variety of administrative duties. Eager to join a new team of professionals and assist them in thriving with my characteristic passion and commitment to excellence.

WORK EXPERIENCE

Creative Events Management | Abu Dhabi

Jan 2023 to Present | Office Administration | Project Coordination

- Assisting in managing financial transactions and maintaining accurate records of income and expenses.
- Preparing and processed invoices, payments, and expense reports, ensuring compliance with company policies.
- Reconciling bank statements and assisted in the preparation of financial reports for management.
- Providing administrative support to the office, including managing phone calls, emails, and scheduling appointments.
- Maintaining office supplies inventory and placed orders to ensure seamless daily operations.
- Assisting in creating and executing marketing campaigns to promote products and services effectively.
- Supporting event planning and coordination, ensuring seamless execution of various events.
- Assisting in managing budgets, vendor negotiations, and logistics for successful events.
- Collaborating with the team to design creative event themes and experiences for clients.

Kotak Mahindra Bank Ltd | India

Sep 2019 to Nov 2022 | Credit Analyst

- Preparation of loan proposals and sanction letters.

EDUCATION:

- **MBA** (Pursuing)
- **BCA**

LANGUAGES:

| | |
|-----------|-------|
| English | ★★★★★ |
| Hindi | ★★★★★ |
| Malayalam | ★★★★★ |
| Tamil | ★★★★★ |

TECHNICALSKILLS:

- MS word
- Excel
- Power Point
- C
- C++
- Android
- Java
- HTML

PERSONAL DETAIL

DOB : 09/11/1996

Nationality : Indian

Status : Single

- Preparation of credit approval documents for various relationship managers according to corporate loan policy.
- Checked KYC and other required documents of the login file and processed files to disbursement.
- Hands on experience in LOS- loan originating system.
- Expertise in performing financial analysis.
- Expertise in working with FAT- financial analysis tool
- CIBIL generation and loan mapping.
- Analyzed transactions of loan and bank statements and identified credit risks in each of it and prepared necessary projections.
- Preparation and maintaining of daily and monthly MIS and forwarding to head office.
- Experienced in managing payroll for a diverse workforce, including salary, hourly, and contract employees.
- Assisting the concerned relationship managers to close the PDDs.

Steam Perfect Global Services | India

Apr 2018 to Nov 2019 | Data Processing Officer

- Doing digitization Work.
- Outsourcing data service.
- Checking the Quality of a given data.
- Prepares and Process the Particular data using quality check controls.

Call n Connect Digital Marketing | India

Mar 2018 to Apr 2019 | Office Administrator

- Managed and optimized business listings on Google Maps, improving visibility and attracting more customers to physical store locations.
- Controls and Manages the office and Employees.
- Keeps the salary records of Employees.
- Keeps the Payment Records of Customers.

OTHER

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales,improving buying experience and working skills

