



LIYA MARTIN

MAIN OBJECTIVE

Driven Operations Analyst and M.Com graduate with a concentration in Finance. Strong academic background in Financial Management, Cost Accounting, Business Management and Income Tax, critical for success in competitive environments. Knowledge of strategies and theories that lead to business process improvement.

ACCOMPLISHMENTS

Awarded as 'Quality Champ' for Maintaining quality throughout the year at Work. (2022)

CONTACT DETAILS

Cell: +971553486227, +971 52 1675667

liyarebekamartin@gmail.com

<https://www.linkedin.com/in/liya-martin-8ba6091a9>

Vettikattu (H), Kanjirapally, Kottayam, Kerala.

Passport No. X6258230

Visa Status : Visit Visa

WORK EXPERIENCE

Operations Analyst Cum Account Process

Fidelity National Financial India Pvt Ltd (2021 February - 2023 May)

- Performed functions relating to Client Reporting, Data Managing.
- Performs Loan Document Verification.
- Thoroughly Analyse Payoff Documents.
- Preparing Closing Disclosure Document.
- Calculating tax & Recording Fees.
- Act as a group of Accounting and reporting of Finance Operational functions.
- Deals with the payable options of US Based clients.
- Invoice Processing, reviewing internal and external communications.
- Making updations and maintaining quality in the process as per client requirements
- Keeping accuracy in data Inputs and ability Of attention to details
- Being Innovative and adapt changes in the process in a fast pace.

ACADEMIC HISTORY

St. Berchmans College - GPA 72.71

Class of 2018-21 | Master of Commerce - Finance

Marian College Kuttikkanam - GPA 89.03

Class of 2015-18 | Bachelor of Commerce - Finance and Taxation

St. Dominics HSS - GPA 92

Class of 2013-15 | Commerce

St. Mary's GHSS - GPA 84

Class of 2012 | SSLC

ACADEMIC PROJECTS

Project Title: "A study on Financial Literacy and Investment Pattern Of KUDUMBASHREE unit members with reference to Kanjirappally Grama Panchayat"

Project Title: "A Study on the Effective Social Networking sites as a Market Tool"

SKILLS

- Problem Solving
- Decision making
- Adaptability, Flexibility-
- Ability to work individually and Team
- MS Office
- MS Excel
- Tally prime
- SAP
- Zoho Books

LANGAUGE KNOWN

- English
- Malayalam

EXTRACURRICULAR ACTIVITIES

- Volunteer in South Indian level Commerce fest conducted by the Research and PG Department of Commerce.
- Conducted inter-collegiate Accounting Fest.
- N.S.S. volunteer.