



## SADHIK ALI. M. S

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### PROFILE

Dedicated finance professional with a demonstrated experience in managing financial transaction operations, high-value client's, performing administrative operations, documentations, and providing good customer service. Offers great organization skills, extensive knowledge of time management abilities, and strong attention to detail and accuracy.

Presented with Bachelor of Business Administration (BBA) in Finance with more than 5 years of experience in Financial Service, Customer Service, Front-line. And managed more than \$26.6M through different Financial Instruments.

### EDUCATION

**Bachelors of Business Administration (BBA) – Finance**

June - 2017

The University of Calicut, India

### KEY SKILLS

- |                                       |                              |
|---------------------------------------|------------------------------|
| • Cash Handling and Management        | • Financial Transactions     |
| • Currency Handling                   | • Enthusiastic Worker        |
| • Customer Service Excellence         | • KYC, KYCC, AML Expertise   |
| • Compliance and Regulatory Expertise | • Multilingual Communication |
| • Account Reconciliation              | • Relationship Maintaining   |
| • Problem-Solving Abilities           | • 85 Wpm                     |

### SOFTWARE SKILLS

- |                           |                                  |
|---------------------------|----------------------------------|
| • Dealing Terminal        | • Microsoft Office Access, Excel |
| • Trade Wiz (Terminal)    | • E-District                     |
| • Zoho Books              | • HTML                           |
| • Zoho CRM                | • PyCharm (Python)               |
| • Zoho Inventory          | • GitHub                         |
| • EQ Soft ERP             | • Any Desk                       |
| • Tally ERP 9 (Certified) | • Team Viewer                    |

### LANGUAGES KNOWN

- |             |                           |
|-------------|---------------------------|
| • English   | • Tamil                   |
| • Hindi     | • Arabic (Read and write) |
| • Malayalam |                           |

### WORK EXPERIENCE

#### I. Accountant and Workflow Manager

July 2022 – July 2023

Eastman Group of Companies | Sharjah, UAE

- Preparation of Books of Accounts, Monthly statements.
- Monthly reconciliation of Bank Statements.
- Coordinated with external auditors and ensuring all audit requirements are provided on time.
- Overseeing account receivables and account payables.

#### II. Stockbroker | Administration

February 2019 – April 2022

India Infoline Finance Securities Ltd (IIFL) | Infinia Financial Advisors Ltd (IFA) | Kerala, India

- Controlled overall operations from outside and inside of the office.
- Prepared analytical data by using MS Access, Excel, Charts Analysis, Sheets, Graphical data, Heat maps and by scraping data from other web sources.

- Provided good customer service and handled over more than 75 customers directly and indirectly.
- Making strategic decisions and scheduling operations and upcoming tasks.
- Sourced new investments clients each month through networking and cold calling. And also recording daily journals and making followed clients leads.
- Facilitated the investment and trading process by Opening maintaining, Closing, Freezing and Unfreezing of Trading and Dematerialized accounts.
- Educating and Training clients and supplied knowledgeable, objective equity and fixed income guidance with customized strategies to clients about financial markets and providing quotes, news and research materials and maintained 97% satisfied customers overall services.

### III. Accounts Executive | Financial Analyst and Advisor

February 2019 – April 2022

Infinia Financial Advisers (IFA) | India Infoline Finance Securities Ltd (IIFL) | Infinia Retailers | Kerala, India

- Prepared TAX filings, Final accounts, Financial Statements, Income statements, BRS (Bank Reconciliation Statement) by written and through ERP software and Excel.
- Analysed and interpreted financial reports and advised clients on stocks and other financial products on the basis of Technical analysis and Fundamental analysis.
- Prepared analytical data by using Microsoft Access, Excel, Graphical Analysis, Google Sheets, Numerical data, Heat maps and by scraping data from other web sources.
- Sourced new investments clients each month. And recorded daily journals and making followed clients leads.
- Facilitated the investments and trading process by Opening maintaining, Closing, Freezing and Unfreezing of Trading and Dematerialized accounts.
- Analysed client's portfolio exposure to risk to help determine suitability of investments as a part of Portfolio Managing.
- Educating and Training clients and supplied knowledgeable, objective and fixed income guidance with customized strategies to clients about cash management and investments., and providing quotes, news and research materials and maintained an overall customer satisfaction rate of 97%.

### IV. Accounts cum Sales

September 2017 – October 2018

Asian Paints Co., (Asian Colours Paints and Building Materials) | Kerala, India

- Hands on EQ Soft REP for accounts, inventory managing and final reports.
- Collected and recorded daily journals and reporting to HOD.
- Maintained office and its expenses including payables and receivables.
- Maintained daily journals and followed up on leads of new and potential customers. And maintained 95% customer satisfaction over all services.

### ACHIEVEMENTS, RESEARCHES AND ANALYSIS

- Started a new retail project for Wipes and Baby Products (Infinia Retailers) and moving successfully.
- Managed over \$4.5M within 6 hours for 2 weeks and earned near \$26,600.00 as commission for the firm.
- Managed more than 75 accounts successfully in different sectors.
- Researched and studied about fundamentals, technical and financial reports of corporate companies in more than 7 sectors including Infra, Banking and finance, FMCG, IT, Pharma, Auto and more.

### PERSONAL DETAILS

|                  |                            |
|------------------|----------------------------|
| DOB              | : 1 <sup>st</sup> Nov 1995 |
| Gender           | : Male                     |
| Nationality      | : Indian                   |
| Visa Expiry Date | : Visit Visa               |