



AISWARYA DEVI L

Finance & Management Professional

Results-driven finance and management professional with extensive experience in diverse roles, including Account Officer Head, Deputy Branch Manager, and Sales Executive. Proven expertise in leading teams, managing branch operations, and driving revenue growth. Recognized for strong leadership, strategic problem-solving abilities, and a commitment to achieving organisational objectives. Adept at enhancing operational efficiency, ensuring regulatory compliance, and delivering exceptional customer service. Equipped with a solid understanding of financial management, budgeting, and sales strategy development, ready to contribute effectively in fast-paced environments.

CONTACT

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Flat No: 506, 5th Floor
Ali Omeran Building, Near to
Miamix Restaurant, Al Nadha
Sharjah, UAE

ACADEMIC CREDENTIALS

MBA | 82%

- SNGCE KADAYIRIUP

BBA | 83% | 3rd Rank in University

- University of Kerala
- Gowriyamma Arts & Science College, Thuravoor

HIGHER SECONDARY | 79%

- Govt. Girls Higher Secondary School, Kerala, India

SSLC | 83%

- Govt. High School, Paravoor, Kerala, India

CERTIFICATION

- **Certifications in Language Proficiency:**
 - Prathamik
 - Madhyamik
 - Preveshika
 - Rashtrabhasha Visharad (Poorvardh & Uttarardh)
 - Rashtrabhasha Praveen (Poorvardh & Uttarardh)
- **Certification in Computer Skills:** Proficient in MS Word, Excel, and PowerPoint
- **Certification in Management:** Vanquish 2.0 Naipunya

KEY SKILLS

Team Work

Work Ethic

Effective Communication

Leadership

Customer Relationship Building

Time Management

Interpersonal ability

Detail Oriented

Problem-Solving

Self-Motivation

Strategic planning

EMPLOYMENT CHRONICLE

ACCOUNT OFFICER HEAD | Jun 2022 – Jul 2024 QIN TANG INVESTMENT DEVELOPMENT, CO. LTD.

- Managed a team of accountants, ensuring precise financial reporting and adherence to regulatory standards.
- Developed and maintained budgets that resulted in substantial reductions in operational costs.
- Performed financial analyses to facilitate strategic decision-making and enhance profitability.
- Optimised accounting processes, leading to improved efficiency and fewer errors.
- Partnered with auditors during financial audits, ensuring smooth and effective reviews.

DEPUTY BRANCH MANAGER | 2021 – 2022 KOTAK MAHINDRA

- Helped oversee daily branch operations, keeping everything running smoothly and in line with company policies.
- Led various sales initiatives that noticeably increased our branch revenue.
- Supervised and mentored our team, which improved overall performance and customer service quality.
- Handled customer relations and quickly resolved any issues to keep satisfaction levels high.
- Collaborated with upper management to put strategic plans into action and achieve our branch goals.

BRANCH MANAGER | 2020 – 2021 MELKER

- Managed all branch operations, including sales and day-to-day functions, to ensure everything ran optimally.
- Developed and rolled out sales strategies that led to significant revenue growth.

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & E-Mail	★★★★★

AREA OF EXPERTISE

- Skilled in preparing accurate financial reports and managing budgets effectively.
- Focused on identifying areas for cost reduction and improving operational efficiency.
- Knowledgeable in ensuring adherence to regulations and facilitating audits seamlessly.
- Proficient in delegating tasks and managing performance effectively to meet goals.
- Quick to resolve customer issues and enhance service quality.
- Capable of developing and executing strategic plans that align with organizational goals.
- Skilled at identifying problems and implementing effective solutions.
- Proficient in negotiation and influencing others to achieve desired outcomes.

LANGUAGES KNOWN

English	<div></div> 90 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 90 %
Tamil	<div></div> 90 %

INTERESTS

		
Songs	Travelling	Reading

REFERENCE

- **MRS. ANNA AL SAFAH CEO,**
ANNA CREATIVES FZ-LLC
Phone: +971 58 138 3088
- **MR. MICHAEL SALGADO CEO,**
JA INTERNATIONAL FZ-LLC
Phone: +971 56 710 1438

- Oversaw a team of employees, providing direction and support to achieve and exceed targets.
- Improved customer experience by launching service enhancement initiatives, resulting in increased retention rates.
- Managed financial operations, including budgeting and expense oversight, to maximise profitability.

ASSISTANT BRANCH MANAGER | 2019 – 2020

ICICI BANK

- Supported the Branch Manager in running the operations, ensuring everything was compliant and efficient.
- Played a key role in attracting new customers, which helped grow our customer base steadily.
- Facilitated inter-departmental collaboration to improve branch workflow and service delivery.
- Assisted in the training and development of staff, enhancing their skills and overall performance.
- Monitored and provided reports on branch performance metrics, offering valuable insights for strategic decision-making.

SALES EXECUTIVE | 2015 – 2016

TVS RENO

- Regularly met and surpassed monthly sales targets by delivering outstanding customer service.
- Established and nurtured strong relationships with customers, leading to repeat business and referrals.
- Conducted product demonstrations & provided comprehensive information to drive sales.
- Engaged in promotional events and campaigns, enhancing brand visibility and driving sales growth.
- Delivered after-sales support, ensuring customer satisfaction and building long-term loyalty.

PERSONAL DOSSIER

Gender	: Female
Nationality	: Indian
Marital Status	: Married

PASSPORT DETAILS

Passport Number	: R0972348
Date of Expiry	: 22/06/2027
Place of Issue	: Cochin

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

AISWARYA DEVI. L