



SNEHA C M

CONTACT

📍 Hamdan building
Flat Number -504
Near Sheikh Zayed masjid
Dibba Al-Fujairah
United Arab Emirates
☎ + 971 554767638
✉ snehacm2520@gmail.com

PERSONAL DETAILS

Date of Birth : 20/12/2000
Marital Status : Single
Nationality : Indian
Passport : X4630845

SKILLS

Advanced MS Excel skills



Software Skills



Communication Ability



Time Management



Organization and Integrity



Ethical Values



Financial Reporting



PROFILE

Business Associate and Accounts Executive with 2 years of experience in a NBFC. Post graduated from Indira Gandhi National Open University in Mcom in international business operation and graduated from Mahatma Gandhi University in Bcom in Computer application.

EXPERIENCE

Business Associate and Accounts Executive	01/11/2022 -
Subhkirana Capital Limited Kuruppampady	31/07/2024
Worked as a business associate and accounts executive for 2 years and well known about the qualities required for business associate such as	
• Record all transactions accurately and reconcile accounts with accounting principles.	
• Preparation and management of statements and reports	
• Handle monthly, quarterly and annual closings.	
• Reconciling discrepancies in financial entries	
• Working experience in customized ERP systems for accounts and HR	
• Managing communication with clients and stakeholders	
• Assisting in the development and implementation of business strategies	
• Creating, reviewing, and updating business policies and procedures	

EDUCATION

Master of Commerce In International Business Operation	2021-2024
Indira Gandhi National Open University	
Bachelor of Commerce In Computer Applications	2018-2021
St Paul's College Kalamaserry	

LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

Higher Secondary Education

2016-2018

MGM Higher Secondary Education Kuruppampady

COMPUTER KNOWLEDGE

- MS Office : Word, Excel, Outlook, Powerpoint, Access.
- Google Drive : Docs, Drive, Forms, Gmail, Sheets.
- Spreadsheets : Excel, Google Drive, Open Office, pivot tables, vertical lookups.
- Email : Outlook, Gmail, mail merge, filters, folders.
- Presentations
- Operating systems

REFERENCE

Available upon request -

DECLARATION

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

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