

# RIYA MARY IGNATIUS

MBA (FINANCE) GRADUATE



## Contact Profile

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## Key Skills

Finalization of Financial  
Statements (Trading, profit &  
Loss A/c and Balance Sheet)

Financial planning

Interaction with banks and  
other financial institutions

Preparation of various  
accounting reports, Income &  
Expenditure

MS Office

Skills in ERP Packages of  
SAP Business One, FI/CO, Tally  
9.0, Peachtree and Quick Books.

## Activities and Interests

Drawing  
System Tinkering  
Writing  
Travel  
Reading

Dedicated and motivated MBA graduate in Finance graduate with strong expertise in financial analysis, strategic planning, and investment management. Equipped with a solid foundation in corporate finance, budgeting, risk management, and data-driven decision-making. Proficient in leveraging financial models, business analytics, and market research to optimize financial performance.

## Experience

**TOTAL 4 years of Experience**

**MARCH 2021 – DEC 2022**

**ADMINISTRATIVE ASSISTANT •**

St. Gregorios Medical Mission Hospital - Parumala, India

- Managed daily office operations, ensuring a smooth workflow and efficient office environment.
- Organized and maintained physical and digital filing systems for easy access and retrieval of documents.
- Handled incoming calls and emails, responding to inquiries and directing them to appropriate departments.
- Drafted and edited internal and external correspondence, including memos, reports, and presentations.
- Coordinated meetings, appointments, and travel arrangements for executives and team members.
- Served as the first point of contact for clients and visitors, providing excellent customer service and support
- Performed data entry and maintained accurate records in various databases and spreadsheets.
- Assisted in generating regular reports and summaries to support management decision-making.
- Provided administrative support for special projects, including research and documentation.
- Utilized Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace for various administrative tasks.

**JAN 2023 – APRIL 2024**

UNIT MANAGER • ICICI Prudential. • Kerala • India

- Recruiting, training, and mentoring life insurance agents or advisors.
- Monitoring the performance of the team and providing guidance, coaching, and support to meet individual and collective goals.
- Setting clear performance objectives for the team. Driving the team to achieve or exceed sales targets for life insurance policies.
- Developing and implementing strategies to enhance sales performance and productivity. Monitoring and tracking the team's progress against sales targets and taking corrective actions if necessary.
- Conducting regular training sessions to update the team on product knowledge, selling techniques, and regulatory changes. Ensuring that all team members are well-versed in the company's life insurance products and services.
- Fostering a continuous learning environment to improve skills and sales effectiveness. Ensuring excellent customer service by supporting the team in handling customer inquiries, resolving issues, and maintaining long-term relationships.

## **Education**

2020

MBA in Finance • M.S University

CGPA- 7.22

2017

B.A in Economics • M.G University

CGPA- 6.78

2014

Higher Secondary • State board secondary education

CGPA- 7.0

2012

Secondary • State board secondary education kerala

CGPA- 7.78

## **CERTIFICATIONS**

Diploma in corporate accounts

School of corporate accounts

## **COMMUNICATION**

Fluent in English, Hindi, Malayalam