

AMEENA SALIM

BANKER AND HR EXECUTIVE

Najda Street, Abudhabi,UAE

+971 568432711

ameenasalim369@gmail.com

www.linkedin.com/in/ameena-salim-24368422b



PROFILE INFO

Result-driven MBA graduate with diverse experience in banking and Human Resources. Proficient in financial analysis, operational support, customer relationship management and HR functions. Seeking a position in banking operations where I can apply my finance and HR expertise to enhance productivity, reduce costs, and improve service quality.

EDUCATION

2021 - 2023

MAHATMA GHANDHI UNIVERSITY

- Master of Business Administration- Finance and Human Resources

2018 - 2021

MAHATMA GHANDHI UNIVERSITY

- Bachelor of Business Administration

SKILLS

- Adaptability
- Analytical
- Attention to Detail
- Customer Service
- Multi-tasking
- Problem-Solving
- Teamwork
- Time Management
- Leadership
- Communication

EXPERTISE

- MS Word
- MS Excel
- MS Power Point
- TALLY ERP
- Financial Accounting
- Financial Statement Analysis

LANGUAGES

- English
- Malayalam
- Hindi

WORK EXPERIENCE

Trinity Skillworks, Kerala

HR Executive

JUL 2024 - DEC 2024

- Conducted preliminary screenings and interviews for over 100 candidates, ensuring alignment with organizational needs.
- Proven track record of data management, Record keeping.
- Handled day-to-day administrative tasks, ensuring smooth office operations.

Karur Vysya Bank, Kerala

Branch Operations Executive

JUN 2023- JUL 2024

- Managed a portfolio of high-net-worth clients, providing personalized financial advice and wealth management services.
- Processed customer transactions with a high level of accuracy and efficiency.
- Maintained accurate records of customer transactions using banking software systems.
- Contributing to data integrity and regulatory compliance efforts like AML policies, and KYC procedures.
- Participated in business development initiatives, networking events, and community outreach activities.
- Provided exceptional customer service by addressing inquiries, resolving issues, etc.
- Collaborated with other bank departments to facilitate smooth operations

INTERNSHIPS

IRE(India) Limited, Kerala

AUG 2022- OCT 2022

- Aid in recording transactions and maintaining financial records.
- Assist in compiling data for regulatory and compliance reports
- Conduct research on impact of working capital management techniques and economic conditions of the company.
- Work closely with other departments to gather financial information.

CERTIFICATIONS

- Diploma in MS Excel 2013 - Intermediate Alison
- Diploma in Human Resources Alison
- Diploma in Mastering Financial Statement Analysis Alison
- Certificate Course in Domestic Date Entry Operator Quess Corp LTD. ASAP