



MOMISHA M S

BUSINESS DEVELOPMENT OFFICER

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✉️ momimohan@gmail.com

WORK EXPERIENCE

ABOUT ME

I am a dynamic Finance professional with over 7 years of comprehensive experience, eager to leverage my financial analysis and strategic planning skills to contribute to your vibrant team. With a strong passion for driving success and aligning with organizational goals, I am excited to collaborate with like-minded professionals to make a substantial impact together.

PERSONAL DETAILS

Date of Birth

30-Sep-1989

Location

Dubai

Nationality

Indian

Marital Status

Married

Visa Status

Visit Visa (valid till May 2025)

Unimoni Financial Services Ltd.
Kerala, Punalur
Dec 2021 – Oct 2023

Business Development Manager

- Proactively identify and engage potential sales prospects, driving business development initiatives to generate new leads through innovative strategies.
- Utilize hands-on experience with cash management and financial transactions to resolve complex operational issues for both internal and external customers.
- Establish immediate rapport with clients and visitors, leveraging strong interpersonal skills to assess diverse financial needs effectively.
- Managed forex, travel and insurance services, ensuring a seamless customer experience and satisfaction.
- Coordinate office operations with precision, maintaining accurate records, reports and databases to support business activities.
- Consistently achieve monthly sales targets while showcasing expertise in customer relationship management and cross-selling strategies, contributing to significant business growth.
- Achieved promotion to Business Development Officer after excelling as a Relationship Officer and Cashier, reflecting strong performance and dedication.

Gurudev Institute of Management Studies
Kadakkal, Kollam
Aug 2013 – Aug 2019

Accountant

- Prepared and reviewed financial reports while ensuring compliance with financial regulations and laws.
- Managed payroll and administrative tasks for teachers and staff, guaranteeing accurate and timely payments.
- Optimized the use of financial resources to align with the college's mission and goals.
- Maintained meticulous records of all transactions, ensuring accurate billing of fees, rents, academic charges and effective debt collection processes

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

EDUCATION

Gurudev Institute of Management Studies

MBA in Finance & Marketing

- MBA in Finance & Marketing from University of Kerala in 2013 with Distinction.

University Institute of Technology

BBA

- BBA from University of Kerala, graduated in 2011 with First Class honors.

MSM Higher Secondary School

Plus-Two (Commerce)

- Achieved Distinction in Plus-Two (Commerce) from Board of Higher Secondary Examination in 2008.

Vimala Hridaya Higher Secondary School

SSLC - 10th

- Achieved First Class in 10th Grade from Board of Public Examination, Kerala (2006).

SKILLS

- Administration Operation & Client Relation
- Critical Thinking & Handling Pressure
- Interpersonal & Problem-Solving Skills
- Adaptability & Strong Work Ethic
- Collaboration & Time Management
- Self-Directed Learner & Detailed-oriented
- Product & Risk Management
- Cash Management

COMPUTER SKILLS

- Digital Marketing
- MS Office
- Tally ERP9
- Page Maker
- CorelDraw
- Photoshop