



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)

MOMISHA M S

BUSINESS DEVELOPMENT OFFICER

📞 971525883690

✉️ momimohan@gmail.com

WORK EXPERIENCE

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