



## SUMMARY

Seeking career as financial analyst in an organization, where my acquired skills and education with my analytical approach can be utilized & exposed in order to discharge responsibilities for the fulfillment of organizational objectives.

## EDUCATION

### Vindhya Institute of Management & Research, Satna (M.P.)

Course – MBA (Finance)  
Year – 2020  
Marks – 68.31%

### Shri Rama Krishna College, Satna (M.P.)

Course – B.Com (Economics)  
Year – 2017  
Marks – 64.4%

### Institute of Company Secretary of India

Course – CS (Foundation)  
Year – 2016  
Marks – 61.0%

### Christ Jyoti Senior Secondary School (CBSE), Satna (M.P.)

Course – 12th (10+2)  
Year – 2013  
Marks – 58.8%

### Christ Jyoti Senior Secondary School (CBSE), Satna (M.P.)

Course – 10th  
Year – 2011  
Marks – 64.6%

## SKILLS

- Leadership & Good communication skills;
- Self-motivational attitude;
- Innovative & creative;
- Good Representation;
- Ready to take responsibility.

## APPLICATION PACKAGE

- MS-Word
- MS-Excel
- MS-PowerPoint
- Google Sheet
- Google Forms
- SAP

## PROFESSIONAL EXPERIENCE

### Finance Officer

Welspun Flooring Limited, Hyderabad (T.S.) | July 2021 - March 2022

- Letter of Credit Drafting and Finalisation on different Bank Portals/Offline;
- Issuance of LC and amendment of LC;
- Swift Message follow-up;
- Calculation of LC Issuance and FD Margin;
- Addressing the Bank Query and dealing with bankers for the daily transactions;
- LC Bill Lodgement – DAN (Document Arrival Notice) / Presentation MEMO;
- Collection of Original Documents of Import LC through CHA agent (Post Bill Acceptance);
- LC Bill Payments on due date, fund requirement calculation; Raising the transaction to treasury for forex rate;
- Preparing MIS for management of Outstanding LC, total forex transactions and rates covered by company for the purpose of hedging;
- Import Bill Payments (A1 & A2);
  - (a) Service Import Payments against Down Payment Request;
  - (b) Service Import Payments against Purchase Order;
  - (c) Material Import Payments against Down Payment Request;
  - (d) Material Import Payments against Purchase Order and Bill of Entry/ Bill of Lading /Air Way Bill.
- Import Data Processing Monitoring System (IDPMS)
  - (a) Raising Bill of Entry in bank portal;
  - (b) Submitting Bill of Entry to bank to knock-off for respective Outward Remittance (ORM).
- Export Data Processing Monitoring System (EDPMS)
  - (a) Helping in closing EDPMS through e-BRC by providing following documents i.e., Shipping Bill, Bill of Lading, Packing List and Commercial Invoice
- Issuance of Buyers Credit which includes documentation and procedural part.

### Finance Trainee

Welspun Flooring Limited, Indore (M.P.) | June 2020 - November 2020

- Assisting in Fund movement, analysis and review;
- Assisting in preparation of Bank Reconciliation Statement (BRS);
- Assisting in routine banking activities;
- Assisting in inspecting physical stock and verifying Inventory records;
- Assisting in debtors and creditors listings, ageing and verifying the odd transactions with its correction;
- Assisting in preparing and reviewing ageing report of receivables and inventory; Assistance in preparation of Financial Statements.