

MARY LIDIYA V A

Mobile:+971 559798261

E-mail: lidiyamary123@gmail.com

Visa Status: Sponsorship Visa



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Muthoot Mini Financiers Limited, India

Jul 2015-Oct 2019

Apr 2011-June 2014

Designation: Assistant Manager- Audit and operations

Duties & Responsibilities

- Office co ordination
- Achieving the monthly target of gold loan and NCD
- Co-ordination with business development team
- Office administration
- Monthly branch audit
- Recruitment of Audit Managers
- Managing payroll.
- Preparation Audit programs to Auditors.
- Monitoring attendance
- Preparation of Fraud monitoring returns to RBI
- Preparation of quarterly reports to RBI
- Full and final settlement of staff
- Rectification of irregularities reported in Audit report
- Follow up with the branches and RM to rectify the audit queries
- Approval of rectification
- Processing Travelling allowance to the Audit team
- Daily MIS preparation
- Inter department Audit (Hr, operations, insurance, branches)

Muthoot Capital Services Limited, India

Oct 2014-Jul 2015

Designation: Senior Executive- Concurrent Audit

Duties & Responsibilities

- Inspection of Credit and operations department.
- Prepare and present reports that reflect audit s results and document process.
- Maintain open communication with management and auditee /audit unit

- Verification of loan disbursed documents (Cheque, Field investigation report, CIBIL ,agreement book , KYC documents , land tax receipt, income proof etc)
- Verification of schemes for two-wheeler loan
- Preparation of Audit report
- Rectification of major irregularities
- office co-ordination
- Secretarial work of Chief Manager Audit-letter drafting, preparation of the meeting.data consolidation,powerpoint presentation,synopsis of data for the board meeting with the management,etc.

Educational Credentials

M.sc Mathematics from Anamalai University, India (Pursuing).

MBA in HR from M G University, India in 2015.

B.sc Mathematics with Computer Science from MG University, India in 2011.

Technical skills

MS Office
C, C++, VB
DBMS & SQL

Personal Profile

Nationality : Indian
Date of Birth : 13 Aug 1990
Sex : Female
Marital Status : Married
Passport No : R7354462
Languages known : English, Hindi, Tamil and Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

MARY LIDIYA V A

Date:13th january 2020
Place:dubai