



SREEJITHA G.

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Summary

15 + years I have extensive professional experience in the finance industry I have worked both corporations and private banks. I have a strong sense for customer service and aim to constantly improve company's relation with its clients. I am skilled in quantitative data analysis. I can work under pressure and I am eager to take on responsibility

Objective is to utilize above mentioned skills and experience to ensure timely & cost-effective work. Prefer to work with organizations offering a healthy work environment and having global presence.

Professional Experience:

From September 2018: Aditi Travel Solutions as a Managing Partner

Job Profile / Responsibilities:

- Solid understanding of international Air Transport Association regulations.
- Proficient in common airline booking software and database management.
- Comprehensive experience with handling multiple booking issues.
- Capable of working multiple shifts including evenings and weekends.
- Able to meet tight booking deadlines in a timely manner.
- Good communications and problem-solving skills
- Scheduled advance and last-minute booking
- Worked to resolved passenger booking issues

From October 2015 to February 2017: My idea showroom Paruthipara, Kerala as a Sales

Manager Job Profile / Responsibilities:

- Managed full recruitment cycle to keep company fully staffed across many offices
- Headed campus recruitment efforts with job fairs.
- Lead team of junior recruiters to conduct market and talent trend research and review resumes.
- Interviewed candidates with leadership team to determine behavioural and cultural fits.
- Wrote job description and worked with media team to create ads for social media.

July 2009 to March 2015: Kosamattam Finance Ltd, Trivandrum, Kerala as a Branch Manager

Job Profile / Responsibilities:

- Managed and participated in all financial functions within the company including accounting payroll, investments, expense and acquisitions
- Improved billing efficiency and increased accuracy of financial forecasts.
- Conducted monthly reports and financial statements participated in weekly team meetings with executives
- Prepared monthly fluctuation analysis and conducted financial forecasts

October 2003 to June 2009: Sooryakanthi Enterprises, Kerala as a Secretary cum Junior Account Officer

Job Profile / Responsibilities:

- Effectively manage the cash flow of advances including principal and interest and Escrows.
- Developed desk level procedural manuals
- Ensured accurate and efficient accounting while managing all financial aspects of the daily operations
- Responsible for budget oversight and managing the payroll.

Educational Background

- **M.Com from University of Kerala, Place – Trivandrum**
- **S.S.C. from GHSS – Patton, Trivandrum**

Hobbies

Music, Reading, Travelling and Sports.

Name	:	Sreejitha G
Date Of Birth	:	May 31,1985
Passport No.	:	N 9104967
Issue Date and Expiry Date	:	30.05.2016 to 29.05.2026
Marital Status	:	Married
Driving License Details	:	India, Car License valid up to 2029
Strengths	:	Leadership with inter-personnel skills, Systematic approach, and well organized, Self-starter, Positive Attitude, Versatile, and Aptitude to learn new things, integrity, flexibility & Loyalty. Human relations handlingskills and continuous learning. Knowledge in HR /Admin value and procedures
Number of dependent	:	Husband – Working I Pvt Firm Children – Son (3Yrs old) + Daughter (10Yrs old)
Languages Known	:	English, Hindi, Malayalam
Permanent Address	:	SOUPARNIKA CHENKOTTUKONAM CHEMPAZHANTHY P O TRIVANDRUM 695587

DECLARATION

I hereby declare that all the above – furnished information is true to the best of my knowledge and belief