

ANU ANNA ALEXANDER

Abuhail

Dubai

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**OBJECTIVE:**

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

**QUALIFICATIONS:**

**Master of Business Administration (MBA)**

College: Sree Narayana Guru Institute of Management Studies, Coimbatore, (Anna University Of Technology, Chennai)

Duration of Study: 2011-2013

Specialization: **Finance & Marketing.**

Credits: First Class

**Bachelor of Business Administration (BBA)**

College: KG College, Kottayam, (M.G University, Kottayam)

Duration of Study: 2008-2011

Specialization: **Business Administration.**

Credits: First Class

##### AREAS OF INTEREST:

Accounting, Banking, Costing, Finance, IT

##### EMPLOYEMENT HISTORY:

**GATEWAY INSURANCE BROKER LLC, DUBAI**

Position Held :Financial Advisor and Marketing Analyst.

Time Duration : April 2019 till date

**Gavex Technologies, Techno park, India**

Position Held : Financial Analyst

Time Duration : 4 years 8 months

**TATA CONSULTANCY SERVICES, DLF IT PARK, India**

Position Held : Senior Process Associate

Time Duration : 8 months

**JOB RESPONSIBILITIES**

* Identifies financial status by comparing and analyzing actual results with plans and forecast.
* Supports human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information.
* Investigating the background history of clients using internal source system
* Middle office investment banking role catering to the OTC derivation market.
* Maintains database by entering, verifying and backing up data.
* Protects operations by keeping financial information confidence.
* Processing KYC for banking domain.
* Develop, analyze and maintain budgets and prepare periodic reports that compare actual performance to the budget
* Develop and maintain Business plan along with the management.
* Evaluate or present the financial status.
* Develop, analyze and monitor key ratios and key performance indicators.
* Tenders evaluation and financial analysis to business career for new fleet products and services.

**SKILLS**

Analytical Skills – Excellent ability to prepare and analyze financial data.

Strong presentation skill and data interpretation

Microsoft word

Microsoft Excel

Microsoft powerpoint

Web browser

Microsoft outlook

SPSS and TORA

##### CORE STRENGTHS:

* Team building and leadership.
* Self –Motivated.
* Thrive in deadline-driven environments.
* Ability to work effectively with people of various ages, cultural backgrounds and economic statuses.

**EXPECTACTIONS IN FUTURE:**

To become the part of a leading enterprise and to lead the firm to a great success so as to fix my name in the world of business.

**EXTRA & CO-CURRICULAR ABILITY:**

Participated and won prizes in Management Meets conducted at various colleges in Tamil Nadu and Kerala.

**LINGUISTIC ABILITIES**

* To Speak : English, Malayalam, and Tamil.
* To Read : English, Malayalam, and Hindi.
* To Write : English, Malayalam, and Hindi.

**TECHNICAL ACCOMPLISHMENTS:**

* I have done my UG Project in **TRAVANCORE TITANIUM** **PRODUCTS LIMITED**, KOCHUVELI, TRIVANDRUM
* I have done my PG Project in **HINDUSTAN PETROLEUM CORPORATION LIMITED**, PALAKKAD.
* 3. I have done my MBA Specialization Project in **COCHIN STOCK EXCHANGE, COCHIN**, On the Topic **“EFFECTIVENESS OF TRADING WITH FINANCIAL DERIVATIVES”.**

**PERSONAL DETAILS:**

FATHERS NAME : - V.C. ALEXANDER

MOTHERS NAME : - JOLLY ALEXANDER

DATE OF BIRTH : - 12.04.1990

SEX : - FEMALE

**REFERENCES:**

On Request

**DECLARATION:**

I hereby declare that above mentioned particulars are true to the best of my Knowledge and belief.

Date:

Place: (-------------------------------)

 (ANU ANNA ALEXANDER)