

MINILA CROSS



@ minilacross1993@gmail.com

0565682540

SKILLS

Ability to work within a team and work well under pressure

Time management skills

Quick learner

Communication skills

Ability to meet deadlines

LANGUAGE

English

Malayalam

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges and excel in the field with hard work and dedication

EXPERIENCE

Bramco WLL, Adliya, Kingdom of Bahrain

2018 - 2020

Admin & Accounts Assistant

Duties & Responsibilities

- * Prepare, send and store invoices and quotations
- * Handling e-mails
- * Managing petty cash transactions
- * Contact clients and send reminders to ensure timely payments
- * Scan, file and log documents

Envestnet Asset Management India Pvt Ltd, Trivandrum, Kerala

Operations Analyst

2016 - 2018

Duties and Responsibilities

- * On-boarding Broker Dealer and RIA client accounts into the system
- * Post entries for accounts of US Custodians - Charles Schwab, TD Ameritrade, Fidelity & Pershing

EDUCATION

Kerala University

Master of Business Administration (Finance & Marketing)

Kerala University

B. Com with Computer Applications

PROJECTS

A Study on Commodity Derivatives Trading in India with special reference to Crude Oil - Cochin Stock Exchange, Kaloor, Cochin, Kerala



PERSONAL DOSSIER

* Date of Birth: 07/06/1993

* Nationality: Indian

* Mother Tongue: Malayalam

* Visa Status: Visit Visa

* Passport Number & Date of Expiry: R3089604 / 30.07.2027



REFERENCE

Anjali Dewan - "Bramco WLL"

Vice Chairman

+973-33531216

Ramya Krishnan - "Bramco WLL"

HR Executive

+973-32030326



DECLARATION

I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief

Place: Dubai, United Arab Emirates

Name: Minila Cross