



# ANU DAVIS

MASTER OF BUSINESS ADMINISTRATION, BACHELOR OF COMMERCE



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Building No.31, Hor Al Anz, near Abu Hail metro station, Deira  
Dubai, UAE

## Career Objective

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To be part of a dynamic and growing Organization wherein I can make meaningful contributions towards betterment of the organization and to enhance my technical skills and apply those to improve my overall efficiency and productivity.

## Professional Experience

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*February 2019 – December 2020*

### Audit Executive

**Muthoot Capital Services Ltd. Kochi, Kerala, India**

- Preparation and ensuring the accuracy of Collection Agency collections and penalties
- Verification of Off role executives monthly payments.
- To verify payroll details and incentives
- Verification of Loan disbursement and Loan processing data
- Ensuring the accuracy in field investigations
- Verifying petty cash and Claims
- Verifying Agreements related to Lease and Collection Agencies
- Ensuring the payments of recurring expenses
- Preparation and maintaining of MIS

*November 2017 – January 2019*

### Internal Auditor

**P. Parikh & Associates, Kochi, Kerala, India**

Client Serviced : **Kochi Metro Rail Limited**

- To ensure that the accounting and financial management systems are reliable and effective.
- To verify that the system of internal check is effective.
- To ensure the prevention of early detection of frauds, misappropriations and misapplications
- To verify and scrutinize the payments.
- To check that adjustments for returns, shortages, damages are properly made
- Vouching of payment vouchers, bank statements, journal vouchers and transfer entry vouchers
- To check the routine errors or omissions or commissions noted during the course and rectify on the spot
- To review the performance of various functions in the light of performance budgeting and to suggest cost reduction measures, if any

## Education Qualification

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### **Masters, Business Administration (2015 – 2017) – 75%**

Financial Management & Marketing

University of Calicut

### **Bachelor, Commerce (2012 – 2015) - 80%**

Finance

University of Calicut

### **Higher Secondary Education (2010 – 2012) – 94%**

St. Aloysius H.S.S, Elthuruth

H.S.E Board, Kerala

### **S.S.L.C (2010) - 92%**

St. Anne's C.G.H.S, Trissur

Kerala Board

## Skills

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- MS Office
- SAP
- Tally
- Orion
- Operating System – Windows XP,7,10
- Communication Skills
- Initiative and creative
- Reporting and accountability
- Linguistic Proficiency – English, Hindi & Malayalam

## Personal Details

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Date of Birth : November 26, 1993

Gender : Female

Nationality : Indian

Marital Status : Married

Visa Status : Residence Visa

## Declaration

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I, Anu Davis, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Anu Davis