

NEENU ANTONY

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Chembolil (H), Mannamthuruth, Varapuzha (PO), Ernakulam, Kerala- 683517

Profile Snapshot

A competent and committed professional with over seven years of experience administrative functions. An able communicator and team player with excellent leadership skills.

Skills:

- ✓ Ability to communicate effectively
- ✓ Capable of handling teams without conflict
- ✓ Good Analytical Reasoning
- ✓ Excellent presentation skills

Educational Qualifications:

- ✓ **B.Com (2010)**
University- Mahatma Gandhi University, Kerala
3rd Class- 45%
- ✓ **Plus Two (2007)**
Board- Board of Public Examinations, Government of Kerala
1st Class- 67%
- ✓ **SSLC (2005)**
Board- Board of Public Examinations, Government of Kerala
1st Class- 64%

Employment History

Working in the Audit department of Muthoot Finance Ltd since April 2011 till date. Muthoot Finance is a Non Banking Finance Company with over 4400 branches in the country. The HRD department of this company caters to around 35,000 employees in the South zone which includes all the four southern states. The following were the profiles held within the company:

Junior Executive	<i>26th April 2011 to 31st May 2014</i>
Accounts Executive	<i>1st June 2014 to 31st May 2016</i>
Senior Accounts Executive	<i>1st June 2016 to till date</i>

Responsibilities:

1. Lead of audit team which focuses on efficiency improvement and profitability including submission of suggestions for process improvement and other related MIS.
2. Coordinating auction related activities which includes release of advertisement in social media
3. Scrutiny of financial records of Branches

Computer Knowledge:

- ✓ Good knowledge in MS Office Suite

Personal Details:

Date of Birth : 22nd November 1989
Languages Known : English, Hindi, and Malayalam
Father's name : C J Antony
Marital Status : Married

DECLARATION:

I hereby declare that the above mentioned information is true to my Knowledge & belief and I bear the responsibility for the correctness of the above mentioned particulars

Neenu Antony

Place: Cochin

Date :