

BALRAM RAJA

Mobile # +91-9746904958/+91-9544024003

E-mail: balraja86@gmail.com



An Overview

A young and confident person with an **MBA in Finance/Marketing** looking forward for a work environment which helps me to showcase my skills and be a part of the growth and development of the Organization.

Work Experience

1. Emirates Industrial Panel, Dubai, UAE

Purchase Assistant

(July 2015 – July 2018)

Work profile

- Receives purchase requisitions from different departments.
- Checking for availability of the products in the market.
- Getting minimum 3 quotations from suppliers for purchasing required materials.
- Searching and finding of new suppliers in the market.
- Comparing the quotations received, and getting discounted prices by negotiating.
- Prepare the Local and Import Purchase orders and send to suppliers.
- Follow up with suppliers for delivery of the materials on time.
- Prepares purchase documents as per company policy and standards.
- Evaluation of new suppliers and re evaluation of existing suppliers.
- Getting credit terms from regular suppliers positively.
- Follow up with suppliers for the invoice for timely release of payment.
- Preparing the KPI (Key Performance Indicator) report on monthly basis and also the steel and chemical report for the management.
- Preparing the weekly report regarding the price variations.
- Budgeting the cost for transportation and other items.
- Preparing the budgeting report for steel and transportation.

2. Muthoot Fincorp, Cochin

Business Support Executive (Branch Operations)

(November 2013 – March 2015)

Work profile

- Branch operations which include :
 - Checking the KYC details & providing loans to the customers.
 - Gold release, interest collection and customer service.
 - Monetary transactions.
 - Providing money transfer services through leading money transfer companies.

- Currency exchange services .
- Sending daily and weekly reports to the area manager.
- Going for deputation in different branches.
- Preparing daily MIS.

3. ACS - A Xerox Company, Cochin
Associate (Finance)
 (October 2011 – March 2013)

Work profile

- Working with the accounts payable team.
- Reviewing all invoices for proper documentation and approval prior to payment.
- Posting credit memo for the wrong payment and for reversing payment of invoices.
- Validating the invoices paid earlier.
- Correspond with the vendors and respond to their queries.
- Monthly Reconciliation of vendor statement of accounts and notify of any discrepancies.
- Preparing daily MIS Reports.

4. Caravel logistics, Cochin
Executive – Customer Support
 (December 2010 – June 2011)

Work profile

- Preparing of bill of lading on time for shipments.
- Mailing the required bill of lading for each port before the ship reaches the destination.
- Assisting the Dubai port in preparation of bill of lading.

Education & Technical Qualifications

- **Master in Business Administration –
Specialized in Finance & Marketing**
Bharathiar University – April 2010
- **Bachelor in Commerce –
Specialized in Computer Application**
M.G.University, Kerala – April 2007

Skills Summary

Finance / Account Tools
 Development Tools

Tally ERP 9, SAP 7.2
Microsoft Word, Excel, Power point (2007, 2010)

Project Details

O/E/N India Ltd., Kerala, India
(May2009 – June 2009)

Role: Project Internship

Team Size: Single

Tools: Ratio analysis, comparative balance sheets & common size balance sheets

Project - Financial Performance of O/E/N India Ltd: The project involves analyzing the performance of the Finance Department of O/E/N and to suggest the areas of improvement for the development of the company. The project contains various ratios which were used to know the position of the firm. The comparative and common size balance sheets were also used for the same.

Responsibilities:

- Review the previous year's financial report
- Prepare ratio analysis considering the report
- Prepare comparative and common size balance sheets
- Provide suggestions for improvement

Personal Information

Date of birth : 24-10-1986
Gender : Male
Marital status : Married
Nationality : Indian
Languages Known : English, Malayalam, Tamil and Hindi
Present Address : 'Bhama' Mattathil Road Eroor North Tripunithura, Ernakulam, Kerala
Passport Number : R8132146

Hobbies

Playing Cricket, Reading books, watching movies, listening to music, social networking

Reference

Available on request