



PUNNYA R NAIR

My Contact

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📍 Pathanamthitta, Kerala, India

🌐 @punnyarnair

Technical Skill

- Financial modeling and reporting
- Data analysis
- Financial accounting
- MS Word
- MS Excel
- MS PowerPoint
- Tally ERP 9

Soft Skill

- Observation
- Decision making
- Multi-tasking
- Quick learner
- Adaptable to new environment
- Hardworking
- Dedication
- Volunteer Work

Interests

- Playing chess
- Solving puzzles
- Travelling
- Sports
- Creative ART work

Languages

- English
- Malayalam

Certifications

- Advanced Excel
- Computerized Tally Accounting and Financial Management

About Me

A fresh MBA graduate with specialisations in Finance and Operations. Looking for an entry-level position with a reputable organisation to put my knowledge and talents to use and earn professional experience. Also, I want to be a part of a rising firm where my management and leadership abilities may help the company expand while also allowing me to enhance my professional interests in a fascinating atmosphere.

Professional Experience

ALIND SWITCHGEAR DIVISION July 2022-August 2022

Intern

Key responsibilities:

- Provided support in preparing reports and review of account receivables, payables.
- Assisted in performing simple calculations, tracking contractual and financial data.
- Maintaining accurate payment schedules and necessary paperwork to ensure payments made timely.
- Learning teamwork, attention to details, effective, communication, and computer competences.
- Generating and analyzing reports.
- Entering data into the relevant database.

Education Background

Masters in Business Administration

Pursuing Masters in Business Administration at Providence School of Business. October 2021-July 2023

Bachelor's in Commerce

Completed B.Com computer application from MES college Erumeli. June 2017-March 2020

Achievements

- Treasurer of the environment & sustainability Club "PRAPANJ" at Providence School of Business.
- Successfully organized and led the inaugural "DAKSHA" National Level Management Fest at Providence School of Business.
- Attained the distinguished achievement of being the second runner up in the Finance Game competition at a national-level Management Fest.
- Led the organization and execution of a Sustainability Club Conclave.
- Successfully headed the esteemed "Coffee with CEO" program at Providence School of Business.