



# MEENU P M

## CAREER OBJECTIVE

To be associated with a growth-oriented company where my managerial and leadership skills can help in the development of the company while concurrently helping me to further my professional interests in a stimulating environment.

## PROFESSIONAL EXPERIENCE

### Management Trainee - Assistant Branch Head ICL Fincorp Ltd.

July 2023 to Till Date – Kadavanthra, Ernakulam

- Overall Management of the branch.
- Gold Appraisal and Pledge Calculation.
- Direct and indirect communication with customers to inform the gold loan, Insurance and Debenture details.
- Assist the Branch Manager to achieve the Monthly and Yearly target.

### Accountant cum Office Assistant Smart Packaging

December 2019 to December 2021 – Kaloor, Ernakulam

- Recording all accounting transactions in Tally ERP9.
- Managing Zoho CRM Software for marketing
- (Lead Creation, Preparation of Quotation and Sales Order)
- Sending samples to new customers and follow up.
- Direct and indirect communication with customers about new orders and enquiry.

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Elamkunnappuzha P O, Vypin,  
Ernakulam

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## KEY SKILLS

- Leadership skill
- Team building
- Mentoring
- Creative thinking
- Public speaking
- Problem solving
- Decision making

## TECHNICAL SKILLS

- Tally.ERP9, Tally Prime
- Microsoft Office 2016, 2013, 2010, 2007 etc.
- Windows 11, 10, 8.1 etc.
- Peachtree
- Quickbook

## AREA OF INTEREST

- Employee Relations Administrator
- Employee Relations Manager
- HR Executive

## LANGUAGES KNOWN

- Malayalam (mother tongue)
- English (writing, reading, speaking)
- Hindi (reading, writing)
- Tamil (speaking)

## PERSONAL DETAILS

- DOB: 25/02/1997
- Marital status: Married
- Gender: Female

## HOBBIES

- Listening music
- Watching movies
- Travelling

## REFERENCE

- Mr. Abhilash  
Assistant General Manager,  
Manappuram Finance Limited,  
Mob: +919633658046
- Mrs. Sagini Thomas Mathai  
Principal, SNGIST Group of  
Institutions, N.Paravur,  
Ernakulam,  
Mob: +919249501160
- Mr. Mohan Menon  
Manager, Smart Packaging  
Mob: +919847334320

## Junior Assistant

### Manappuram Finance Limited

June 2018 to November 2018 – Edavanakkadu, Ernakulam

- Maintained records of loans including associated fees and payment dates.
- Prepared daily and monthly loan reports.
- Managed and processed all loan requests.
- Managed loan payment arrangements and due dates.

## INTERNSHIP EXPERIENCE

### Immco Saranga Geosoftware & Engineering Services Pvt. Ltd.

CSEZ, Kakkanad, Ernakulam

- 45 days of internship in HR department from 13th July, 2022 to 27th August, 2022

## QUALIFICATION

- **MBA (Pursuing)**  
2021-2023  
APJ Abdul Kalam Technological University  
SNGIST Group of Institutions, Manjaly, North Paravoor
- **B.Com Computer Application & Co-operation**  
2014-2017  
Mahatma Gandhi University  
S.N.Arts & Science College, North Paravoor
- **HSE (Commerce)**  
2012-2014  
Kerala State Board  
Govt. HSS Ezhikkara, Nort Paravoor.
- **SSLC**  
2012  
Kerala State Board  
Little Flower High School Narakkal.

## **ADDITIONAL CERTIFICATION**

- Advanced Diploma in Entrepreneurship from Alison 2022.
  - Advanced Diploma in Communication Essentials from Alison in 2021.
  - Completed IAB certified Diploma in Indian and Foreign Accounting (DIFA) in 2018.
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## **INDUSTRIAL EXPOSURE**

- Industrial visit to Kannan Devan Hills Plantations, Mattupetty, Munnar, Idukki
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## **PROJECTS**

- Project based on 'Consumer Perception Towards Flipkart' in 2017
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## **EXTRA CURRICULAR ACTIVITIES**

- Active participant and coordinator in Finance games of ZEITGEIST 2K22 THRONOS