***CURRICULUM VITAE***

***MAEKALA ASHWINI***

*HNO:17-44/2, Ramnagar colony, Alwal.*

*Hyderabad, Telangana State, India-500010.*

*Mobile No: 8790026064,6305859622. Email Id:ashwiniaish922@gmail.com*

**Executive Summary:**

* Master degree in Business Administration (MBA-Finance) with 2+years of professional experience.
* Ability to speak multiple languages like English, Telugu, Hindi.
* Strong Analytical, Numerical skills.
* Good knowledge of Business Processes, Financial Management, Strategic Initiatives & Client Management skills.
* Good communication, presentation, problem-solving skills.
* Ability to achieve set targets.
* Willing to relocate to anywhere to enhance the new challenges in the different roles & projects.

**Career Objective:**

Seeking a challenging opportunity to work with utmost dedication in diversified field/s with multiple responsibilities for a reputed organization/project where I can use my technical and interpersonal skills for the development of an organization and my career, which also gives self-satisfaction.

**Work Experience:**

**Platform Experience As a Process Associate** at **Hinduja global Solutions With a period of 2Years.**

* Understand client business issues, operating business rules, data, and standard operating procedures.
* Review and validate basic essentials of documents like supplier details, Expenses reimbursement forms.
* Perform daily internal audit to ensure all Invoices/queries are handled as per the guidelines.
* Keep reviewing the Invoices and audit documents as per the regular basis.
* Work with Project Manager and other Team Leads to manage and prioritize staffing assignments to ensure client demand and the production metrics and goals are being met.
* Update hourly production metrics on dashboards and facilitate regular team communication regarding performance.

**Academic Profile:**

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| --- | --- | --- | --- |
| **EDUCATION** | **INSTITUTION NAME** | **YEAR OF PASSING** | **PERCENTAGE** |
| MBA(Finance) | Narasimhareddy engineering college(Kompally). | 2020 | 64% |
| B. COM | Kasturba Gandhi women's college  (sec-bad). | 2017 | 63% |
| Higher Secondary(C.E.C) | Gov't junior college for girls(sec-bad). | 2014 | 59% |
| Secondary Education(10th) | Eve's high school(Alwal). | 2012 | 67% |

**Academic Projects:**

**Main Project:** **CASE STUDY ON “ONLINE TRADING AT STOCK BROKING”.**

**Description:** The Project deals with the Case Study of “Online Trading at Stock Broking”. Commodity of online trading is an essential part of the financial market that provides investors the opportunity to rule out market profits. Indian market offers a wide variety of commodities for trading, which are classified as alternate stocks, forein exchange futures based on commodities. More often online commodity trading is traded to study the net display based on totally buying and selling gadget and its facilities adopted through Stock Broking Limited.

**Achievements Co-Curricular Activities:**

Participated Cultural activities in B.COM Received certificate through CMA Utsav Talent show in 2016.

Participated in essay writing Received 1st price from butan, In 10th and Higher Secondary School.

**Personal Information:**

Name: Maekala Ashwini

Father Name: Maekala Rambabu

Gender: Female

DOB: 01st Jun 1997

Nationality: Indian

**Key Skills:**

* Technical Skills: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Tally, C language.
* Professional Skills: Self confidence, Hardworking and dedicated to work with positive attitude, Organizing & Decision Making, Problem Solving, Team Building & Management, Presentation Skills, Leadership, Effective & Public Speaking.

**Hobbies:**

Listening to Music & Singing Songs.

Painting

Playing badmenton .

**Declaration:**

I do hereby swear that all the above information and particulars mentioned are true and accurate to the best of my knowledge and conviction.

Place: Hyderabad, India

Date:

(M. Ashwini)