

**Name: AKHILESH NAIR**

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### **OBJECTIVES:**

To be an integral part of a growing progressive work unit, and contribute through strong work ethics, determination, skills, learning and innovative approach towards the growth of the organization.

### **ACADEMIC CREDENTIALS:**

- **2017:** Passed NEBOSH (U.K) Occupational Health & Safety Course.
- **2013:** Masters of Management Studies, MMS (Finance) From Mumbai University.
- **2011:** Bachelors in Management Studies, BMS from Mumbai University.

### **KEY STRENGTH AREAS:**

- Management skills.
- Financial Analysis and Management.
- Honest, Hardworking, Confident.

### **TECHNICAL FORTE:**

- Operating Systems: Windows Xp, Vista and Windows 7&8.
- Software Packages: Ms Office, Tally.
- Knowledge of Html.

### **ACHIEVEMENTS:**

- Was involved with the Marketing Department in Nirmitti to collect SPONSORSHIP.
- Prepared Project report on PORTFOLIO MANAGEMENT SERVICES in the 4<sup>th</sup> semester of MMS.

### **HOBBIES AND INTEREST:**

- Interacting with People.
- Playing Cricket and Football.
- Riding bike and Travelling.
- Listening Music.

## **WORK EXPERIENCE:**

Currently working with Nomura India as a Business Analyst from 6th Septmeber 2021.

- Financial Planning and Analysis mainly into expenses part.
- Headcount Reporting and control.
- Project and People Management(PPM) billing activities and assisting Departmrnts in preparation of new Projects.
- Accruals/ Invoicing/Vendor Management ( Onboarding, Raising Incoice, Consultant tracking).
- Assist in the monthly forecasting & Annual budgting for Powai Operations group.
- Updating and Analysing large number of datas( Supply and Demand tracker, Non Personnel Expenses, Value Scorecard, Attrition & Joiners tracker etc) and presenting it to the Regions.
- prepartions of various kinds of report such as Business development report, Exit reports, Powai Operations report.

Worked with Calibehr Business Support Services in Navi Mumbai as a Business Analyst from September 2018 till 2nd September 2021.

- Reviewing MIS for the group of companies on monthly basis.
- Preparation of budgets during the financial year as per the approval of the management.
- Scheduling financial and non-financial review for each and every month through Balance Score Card.
- Internal auditing of salary and expenses for all the group companies on monthly basis.
- Analyzing indirect expenses and suggesting the top management on minimizing the losses.

Worked with Stockholding Corporation of India Ltd in Mumbai as Officer Trainee in Goldrush department from February 2017 till April 2018.

- Preparation of MIS.
- Solving queries of clients through mails and calls.
- Downloading and Uploading files from and to Back office and maintaining record for the same.
- Preparation of daily reports and sharing with the head of department.

Worked with Manappuram Comtech and consultant in Trichur, Kerala as an Internal Auditor from July 2015 till January 2017.

**PERSONAL DETAILS:**

Date of Birth : 26/01/1991  
Nationality : Indian  
Gender : Male  
Languages Known : English, Hindi, Malayalam and Marathi  
Passport Number : S0131564  
Driving License Number : Mh06/5705/Pen/09