



Achuthan Kunnathuveettil

Address:

‘ACHUTHA NIVAS’,
8/2192, A.M. Cross Road,
Kochi - 682002, Kerala,
India

Phone:

+91 9895952403

E-Mail:

achuthankv8@gmail.com

Skill Highlights

- Communication skills
- Leadership skills
- Excellent Research and Analytical skill
- Problem-solving abilities
- Team Player

Languages known

English
Hindi
Malayalam

Career Objective

Experienced MBA professional with good leadership and communication skills looking for opportunities to enable myself to challenge my skills and work towards the overall development of the organization and myself

Work Experience

Ernst & Young (Jan 2020 – Oct 2021)

Designation : Associate Analyst – Risk Management Services (RMS)

Key responsibilities:

- Facilitates and drives the process to completion by following up on requests from RMS Consultants and assisting the client team.
- Understands key requirements of firm and regulators’ RMS rules and policies.
- Performs initial review of submissions from client teams and evaluates completeness, accuracy and appropriateness of proposed transaction/requests.
- Acts as a liaison between the client teams, other members of the RMS team, and various functional areas within the firm.
- Formulates answers to client questions.
- Manages tasks and activities in a timely manner and is responsible for specific outcomes.
- Uses analytical and project management methodology and tools.
- To learn the firm structure, business strategies, service lines, and people of the firm.
- Builds a network of people within RMS and across the firm.
- Plans and organizes own work and keeps others informed of status and activities.
- Applying of judgment to initial consultations and/or submission review and rapidly develop understanding of key requirements of firm and regulator’s RMS rules and policies.
- To refer existing policies; however, due to frequency of unique situations will need to research issues and, through situation specific inquiries, propose solutions to issues.
- Provide feedback required to continuously improve processes.

Prior Work Experience

Axis bank Ltd (May 2018 till Nov 2019)

Designation : Assistant Manager - Operations

Key responsibilities:

- Responsible for the entire clearing operations performed at the bank.
- Accountable for timely processing of bank transactions like fund transfers, NEFT/ RTGS transactions, bulk fund transfers (EPHs).
- Ensuring timely resolution of customer queries.
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- To meet various customer requirements.
- Responsible for deepening of account balances of existing customers.
- To organise Customer Service Committee Meetings on a fortnightly basis and prepare Minutes of the same.
- Properly maintain office records comprising valuable office registers, office files for meeting the audit requirements of the bank.
- Entrusted the task of conducting Value Calling on a daily basis.
- Handling of cash operations in the event of necessity.
- Responsible for improving the Internal Audit Operational Efficiency score of the branch by timely completion of assigned tasks on continuous basis.
- Involved in protecting bank's property as per safety norms and ensuring ethical conduct in ordinary course of business.
- Responsible for lead generation of both Current and Savings Accounts.
- Responsible for Cross Sell of third-party products to the existing customer base.
- Responsible for improving the BOHI (Branch Operational Health Index) score of the bank.

Awards & Achievements

- Received the prestigious **EY Extra Miler Award** for Exceptional Client Service.
- Received EY's **HPT (Highest Performing Team) Award**.
- Received **excellent feedback** from **EY's Partner** for producing highest quality deliverables.
- Received **feedbacks from EY'S Engagement Teams** multiple times.
- Received **appreciation letters** and **accolades** from the **management** for actively **contributing** towards the **business requirements** of the Bank.
- Stood **First** in **MBA Degree Examination** conducted by **Mahatma Gandhi- University** in the entire college.
- Adjudged "**Best Outgoing MBA Student**" of Adi Shankara Business School, Kalady for the period 2015-17.
- Received **Appreciation Award** from former **Honourable Finance Minister of Kerala, Dr. Thomas Isaac** in an event organised by Metro Varta, The National Daily in Malayalam.
- Presented a paper on "**Financial Inclusion and Economic Development**" in the **workshop** conducted by **The City Union Bank, Kumbakonam** and was **awarded First Prize** for the same.
- **Selected** for an **interaction with Dr. Jacob Thomas, IPS, Former Director, Vigilance**, Government of Kerala in an event organised by The Times of India, Kochi Unit.
- **Chosen** for a **discussion with Mr. Jiji Thompson, IAS, Former Chief Secretary**, Government of Kerala at a function organised By Kerala Management Association at Le Meridien, Kochi.
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- Scored **high marks** in **MAT** conducted by **All India Management Association- (AIMA)**.
- **Secured the highest marks in the subject Sanskrit in CBSE Class 12 Examination** in the entire Chennai Zone.
- **Was Awarded Certificate of Merit, Cash Prize and trophy** for exhibiting excellent performance in the CBSE Class 12th Board Examination by **Nair Service Society (NSS) Karayogam, Kochi**.

Academic Qualifications

COURSE	SPECIALISATION/ SUBJECTS	UNIVERSITY/ BOARD	NAME OF INSTITUTION	YEAR OF PASSING	CLASS/DISTINCTION
MBA	Finance (Main) Marketing(Elective	Mahatma- Gandhi University, India	ASIET, Kochi, Kerala.	2017	FIRST CLASS

BBA	-----	Mahatma-Gandhi University, India	Aquinas Institute of Management, Kerala	2013	FIRST CLASS
12 TH	Business Studies, Accountancy, Economics, English Core, Sanskrit Core	CBSE ,New-Delhi	Kendriya Vidyalaya No.2, Naval Base, Kochi, Kerala	2010	DISTINCTION
10 TH	Social Science, Science, Mathematics, English Core, Sanskrit Core	CBSE, New-Delhi	Kendriya Vidyalaya INS Dronacharya, Kochi, Kerala	2008	DISTINCTION

IT/ Technical skills

- Microsoft Office Specialist

Certifications

- Successfully completed course on “**Financial Crime Money Laundering, Tax Evasion and Terrorist Financing**” conducted by **Ernst & Young Global Limited (EYG)**.
- **NISM** Certified Professional.
(Has **successfully completed** the “**NISM Series V A : Mutual Fund Distributors - Certification Examination**” as required under the **SEBI (Certification of - Associated Persons in the Securities Markets) Regulations, 2007**)
- **IRDA** Certified Professional
(Has **successfully completed** the **IC38 – Certificate Exam of Corporate Agents (SP Composite)** conducted by **The Insurance Institute of India**)

- **Post Graduate Diploma in MFA (Master in Financial Accounting)**
- **Diploma in Indian and Foreign Accounting** awarded by **IAB(International - Association of Book-Keepers, UK)**
- **Certified Logistics Professional** awarded by **WHRDE (World Human Resources -Development Education)**

Hobbies & Interests

- Listening to melodies of K.S. Chithra and Shreya Ghoshal.
- Watching Television especially interested to watch programmes of paranormal background.
- Gardening.

Personal Details

Date of Birth	: 21/08/1992
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Father's Name	: Mr. Ravindranath. K.V.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Name: Achuthan Kunnathuveetil