

AMI MODI

8 Hollandale Lane Apt # D Clifton Park NY 12065 | (469)-988-0976 | amimodi13@gmail.com

CAREER OVERVIEW

In quest of challenging and responsible position in the field of Banking, Finance and Administration to utilize my Management, Finance and Accounting knowledge and corporate banking experience

HIGHLIGHTS

- MS Excel expert
- Effective in time management
- Expert in customer relations
- Inland LC and Bank Guarantee
- Knowledge of Capital market
- Analysis & Reporting
- Forecasting
- Revenue Accounting

EXPERIENCE

Credit Analyst **03/2016 to 12/2016**
OIA Global **Portland, Oregon, US**

Job Role:

- Posts daily cash receipts
- Monitors and collects on past due accounts, primarily International
- Communicate effectively and concisely to offices in both the USA and abroad typically via email
- Works with complex receivables to analyze and determine appropriate cash allocations utilizing Oracle and Excel spreadsheets.

Finance & Accounts Executive **10/2013 to 05/2014**
Sistema Shyam Teleservices Private Ltd. **Ahmedabad, Gujarat, India**

Job Role:

- Analysis & Accounting of daily revenue
- Accurate forecast of revenue – weekly, fortnightly & monthly
- Co-ordination with all departments for data and review
- Generate database reports and various MIS for revenue reporting requirements

Associate in Trade Finance Department **12/2011 to 06/2013**
IDBI Bank Ltd. **Ahmedabad, Gujarat, India**

Job Role:

- Client servicing and support for business lead generation
- Issuance of Letter of Credit and Bank guarantee
- Scrutiny of documents under Letter of credit, Bills and associated documentation
- Handling of bills under LC and without LC for payment on due date
- Other MIS and Inter Department Reports

Intern **05/2010 to 07/2010**
Standard Chartered–STCI Capital Market Ltd. **Ahmedabad, Gujarat, India**

Project – Research On Primary Market

Role:

- Understand the changing business scenario, attitude of investors towards different investment avenue practically using different theoretical aspects

EDUCATION

MBA: Finance **2011**
K.S. School of Business Management – Gujarat University, India
GPA – 3.57
Project – Feasibility study on the topic ‘Warehousing’

BBA: Business Management **2009**
K.S. School of Business Management - Gujarat University, India
Grade – A
Project – Market research project on the topic ‘Penetration of mobile telephony in socio-economic classes b/c’