

Semion Myllemngap
8414926958
semionmyllemngap0@gmail.com

OBJECTIVE

To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.

SKILLS

Problem solving, Time Management, Computer literacy, Customer service

EXPERIENCE

2019 - 2022

VRP

Meghalaya Society for social audit and transparency

To conduct social audit on various schem which come under C&RD Block office.

2023 - 2024

Associate Manager

Mahindra And Mahindra Financial Services Ltd

Preparing financial statements, budgets, and other financial reports

Monitoring and analyzing market trends

Analyzing financial data to identify potential areas of improvement

Managing the organization's financial accounting, reporting, and cash flow

Developing and implementing internal financial controls and procedures

Managing investments, mortgages, and other financial instruments

Establishing and maintaining relationships with financial institutions

2024 - 2025

Relationship Manager

HDB Financial Services Ltd

- Managed the daily operations of financial department and ensured the accuracy of financial reports.
- Responsible for developing and managing financial systems, processes and procedures.
- Prepared and analyzed financial statements, budgets, and cash flows.

- Coordinated and monitored the implementation of accounting standards and procedures.
- Reviewed and monitored financial records to ensure accuracy and compliance with established procedures.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
B. Com	Shillong College	47	2020
HSSLC	Christian Academy	52	2017
SSLC	Pine Brook School	56	2015

ADDITIONAL PERSONAL INFO

Address	Nepa Umsawkhwan, Ri bhoi District 793123
Languages	English, Khasi, Hindi
Date of Birth	18/07/1998
Marital status	Married
Nationality	Indian
Religion	Christian
Gender	Male

DECLARATION & SIGN

"I declare that the information presented in this resume is true and accurate to the best of my knowledge. I assure you that my experience, skills, and qualifications meet the requirements of the job and I am committed to making a positive contribution to your organization."

