

## **MALAV K. VORA**

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Kansas, Mo-64112  
(816) 668-5853  
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### **EDUCATION:**

Dec 2002: Expected: M.B.A. in Finance and Information Technology, UMKC, Kansas City, Missouri, US

- Courses: Financial Management and Management of Information Systems

April 2001: Diploma M.B.A. in Finance, Mumbai Educational Trust's –AMDC, Mumbai, India

- Courses: Finance, Marketing and Organizational Management

April 1999: Bachelor of Commerce, The University Of Mumbai, Mumbai, India

- Courses: Accounting, Economics and Taxation

### **SKILLS:**

#### ***Computer***

- Foxpro, C+
- MS Office: **Word, Excel, Access, PowerPoint**
- Accounting Packages- Tally

### **WORK:**

**Present:** Reference Student Assistant at MNL Library

1999, Financial Analyst, Kamal Medico Pvt. Ltd., Mumbai, India

- Conducted tax audit and internal audit; involved in compilation of financial statements
- Prepared MIS reports- Capital Budgeting, NPV, Ratio analysis, Hire purchase and Lease proposals
- Supervised internal control procedures; recommended changes resulting in savings to the company and improvement in operating efficiency

### **PERSONAL:**

- Chief Coordinator for students council of R.A.Podar College in organizing various Inter-collegiate events
- Community service literacy programs like teaching students subjects like geometry and housing senior citizens

### **AWARDS:**

First place award in Industrial and Organizational Psychology

### **REFERENCE:**

Available on request