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## Objective

Seeking a leadership position in the area of global business development

## Summary

* **Nine years of experience in mncs ,bpo,banking,manufacturing, retail, higher education and other industries.**
* Fluent in English capable of high-quality live translations
* **Proficient in SFDC,SAP, Microsoft Office (Word, Excel, PowerPoint, Outlook), GAAP Standards & Government Regulations, ERP, EDI & Financial System Technologies**
* **Extensive knowledge of reviewing and processing banking documentations, vouchers, credits, receipts and payments**
* **supervisory experience in high volume multinational companies environment,**
* **Skilled customer handling, Teambuilding & Staff Supervision**
* **Worked closely with USA ,UK and Middle East Clients in MNCs.**

## Experience

**Maersk shipping and logistic,** Chennai , India Feb 2014 to till

### *Team manager*

* **Responsible for the Sales &Operations for various Shipping Lines. Mentors and coaches the team to achieve effective sales management. Participate in the submission and execution of the volume contract**

**shipment.**

* **Directs guides and counsels the sales, operations and documentation team for optimum client satisfaction. Conducts periodical meetings to address staff output and achieve sales target. Adequate planning of resources for systematic utilization. Establishes and drives implementation of sales policies, procedures and selling guidelines. Build strong relationship with senior management in order to identify areas for business development and growth.**
* **Contacts customers regularly promoting our services. Handle customer complaints and claims. Participate in the submission and execution of the volume contract shipments. Analyses data concerning department operations and customer requirements and thereby works closely with other departments. Liase with Finance department to ensure that the freight charges, box fees &commissions are debited/ credited to the respective principals.**

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### *Welwon Pvt Ltd – kanoor , India*

### *Asst manager &Finnacial advisor Sept 2011 to Feb 2014*

* **Role of Finanacial advisor & Administrater.**
* **Analyzed policies with regard to customer service and efficiency, recommending policy changes and process improvements as needed.**
* **Managing, building and developing internal and external relationships with customers**
* **Responsible for all aspects of the team.  
  \* Reported status of AP to the Managing Partner on a weekly basis  
  \* Responsible for check runs on a weekly basis after meeting with the Managing Partner  
  \* Audited and entered expense reports for all employees  
  \* Responsible for ensuring that all purchase orders and insertion orders were accurate and correct  
  \* Responsible for all aspects of monthly close that pertained to AP**
* **Developed the skills of my team; Carrying out staff 1-2-1s and formal performance appraisal  
  \*Meet weekly and monthly deadlines for payments, supplier review, balance sheet submissions and period close in line with timetable and policy  
  \*Ensure that supplier accounts are accurate, reconciled and queries resolved  
  \*Working with other AP teams for improving processes, payment sign-off and dealing with issues  
  \*Ensuring that supplier payments are made accurately and in line with agreed payment terms**  
  **\*Looking after process and controls, ensuring that no material issues are raised through internal and external audit.  
  \*Ensuring that end of day targets are achieved and resource is managed accordingly  
  \*Overseeing the control and sign off on payments, invoices, salaries, expense claims in line with authority limits and policy  
  \*Managing escalations and approvals, where required  
  \*Ad hoc duties and projects, along with driving and managing process improvements**

### *Tcs e-serve, Chennai , india*

### *Team leaderFeb 2010- April 2011*

* **Worked as a band 3 category employee**
* **Banking documentation process.**
* **Scrutinizing and correcting the document required for processing.**
* **Customer service: advices about rectification of documents.**
* **Collaboration with foreign banks.**
* **Administrative work.**
* **Getting in contact with foreign bank by phone, email and Swift as well as with the clients.**
* **Proper evaluation of every document of international banking, going through the procedures of all practical tasks of international banking.**

**Hewlett Packard E business Services Pvt**

### *Team leader*.July 2008 to jan 2010

* Perform supervisory Full-Cycle Accounts Payable procedure.
* Expense reports, Weekly Check Run and Check Register Selections.
* Monitor and direct the work of three lower level clerks.
* Auditing invoices and expense reports for approval.
* Review and research vendor statements.
* Contact with vendors and internal customers.
* Help with month end close, including general ledger entries.
* Scanning all invoices and expense reports

**Allsec Technologies Ltd,** Chennai ,india

**Senior Analyst Apr 2007 – June 2008**

* Customer Care & Administration
* Managing, building and developing internal and external relationships with customers
* Process credit card statements and check runs.
* Route invoices for appropriate approvals.
* Code with correct G/L account.
* Data entry of approved invoices into payables system.
* Run and review voucher edit reports.
* Resolve invoice issues with internal personnel.
* ***Teaching job -* MES Arts and Science College**

***Lecturer June 2006 – March 2007***

**Guest Lecturer in Calicut University , kozhikode , india March 2004- july 2005**

* Subjects- Management subjects, CAD, e-commerce and Marketing

**Apparel Resource centre-Bangalore ,india**

**Technical assistant – Accounts and client management April 2002 - Feb 2004**

* Receive, Prepare and Scan vendor invoices and process invoices for Payment.
* Reconciliation varies Account, Credit card processing.
* Process expense report and varies other reports, assign with month end.
* Process EDI, Freight, Purchase order, 2 and 3 ways matching, batching, coding.
* Ad-Hoc reporting requested and other special projects as assigned.
* Resolve Issue with Vendors and Company Personnel.
* Responsible for post-sale customer support services for desktops and related devices.

## Achievements

* Received best employee award in 2 cosecutive years in**Hewlett Packard** and best perfomence
* award in tcs
* Top perfomers award in all sec technology
* Best teamplayer award in tcs
* Completed 2 project in cost reduction program one in tcs one in **Hewlett Packard**

## Education

* **Metriculation10th-CBSE-Dayapuram Residential School-1996**

**Grade- Distinction.**

* **Bachelors in Commerce – Calicut University – 2002**

**Grade-first class**

**Major subjects – Accountancy, Commerce, Management subjects, Statistics & Informatics**

* **Masters in Commerce – Calicut University - 2006**

**Grade-first class**

**Major subjects-. Accountancy, Commerce, Management subjects, Statistics, Informatics & Marketing management**

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**PERSONAL PROFILE:**

**Nationality : Indian**

**Date of Birth : 1st Nov 1980**

**Gender : Female**

**Religion : Islam,**

**I accept all the particulars furnished by me are legitimate and correct to the best of my knowledge**

**and belief**.