**RESUME**

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**Emlin**

**Objective**

Looking forward to work in a professional environment, which will enable me to develop my potentiality and efficiency, also to meet the challenges and excel in the field, where I can fully utilize my skills and knowledge.

#### Educational Qualification

**MBA (Finance & International Business)** Mahatma Gandhi University, Kerala– 2010

**B Com (Commerce)** Mahatma Gandhi University, Kerala–2008

**Plus Two (Commerce)** Board of Higher Secondary, Kerala–2005

## Experience

**Total Work Experience** **–** 3.5 **Years**

Worked as an **Accounts** **Associate** in **A Xerox Company Ltd, Kochi**

## Career Sketch

**A Xerox Company Ltd, Kochi: December 2011- May 2015**

**Associate**

(Reporting to Team Leader)

**DEPARTMENT:** Accounts Payable

**MAJOR CLIENT:** ATOS

* **Accounts –** Reporting andreminding the Accounts Department regarding the pending payments, over-exceeded periods of payments etc. to ensure un-interrupted supply from the suppliers.
* Handling all types of invoices which are completed within the allotted time

(Within SLA).

* Meet the target as per defined by process.

* Worked as an Associate in F&A Accounts Payable
* Hands on Experience in **SAP** and **DART, Right Now**
* Direct contact with Client in resolving issues
* Checking/Reviewing the work done by team members and helping them to correct the errors, if any.
* Handling Clients’ mails and giving response to them without any time delay
* Providing adequate support to the Team in all the activities/emergencies.
* Handling queries from different vendors.

**Achievements**

### Trained Team members in Process and helps them to accomplish the targets.

### Achieved best performer award for the last quarter.

### Achieved Eagle Squad Award for the best performing Team.

**Computer Skills**

* Microsoft Office (Word, Excel, PowerPoint, Outlook)
* PGDCA

**Strengths**

* Can easily adapt to new and changing situations.
* Team Player.
* Positive Attitude

**Hobbies**

* Listening to music
* Cooking

**Personal Information**

Date of Birth : 28-01-1987

Gender : Female

Languages : English, Malayalam, Hindi

Nationality : Indian

Marital Status : Married

**Reference**

Will be provided on demand

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.