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|  |  |  **Revathy.** |
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|  |  |  **revathy.379773@2freemail.com**  |
|  |  |  **DUBAI, UNITED ARAB EMIRATES** |
| **ACCOUNTANT** |
| **CAREER** |  | Passion, Presence and Charisma; ability to build relationships and strategic |
| **OBJECTIVE** |  | partnerships with different types of customers, ability in providing strategic |
|  |  | Initiatives for area, key accounts and segments. |
| **CAREER** |  | Post Graduate in MBA with more than four years of professional work |
| **SUMMARY** |  | Experience in Finance and Accounts. |
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| **EXPERIENCE**  |

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| **SUMMARY**  |

 |  | * Performing Accounts Payable work through SAP, ERPs- Oracle and BPCS and lasvegas
* Reconciliation of daily reports
* Maintain GR database and working with vendor.
* Responsibility to resolve the issues of supplier relation team and vendor
* Try to find process improvement opportunities.
* Management Reports for process improvement on weekly/monthly basis
* Preparation of finalization of accounts.(Trading and profit and loss account and balance sheet)
* Try to find out process improvement
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| **WORK****HISTORY**  |  |  **1. Organization: EXL Service (Outsource Partners International Ltd.)** Job profile:  Accountant Tenure: October 2013–January 2015 **2. Organization: Xerox business service LLC** Job profile: Senior Accountant Tenure: April 2015 –March 2018 |
|  Graduate in MBA with more than Four years of professional work Experience in Finance and Accounts.  |
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**EDUCATION**

**COMPUTER SKILL**

**PERSONAL**

# PROFILE

 M.B.A Major in Finance & HR

 ANNA UNIVERSITY CHENNAI INDIA

Good work experience in computer Software’s like **MS OFFICE ADVANCED**, **INTERNET, and Excel** etc.

# Accounting Packages like, SAP, Oracle.

Date of Birth 12-09-1990

Sex Female

Religion Hindu

Nationality Indian

Marital Status Married

Languages Known English, Malayalam, Tamil



**DECLARATION** I hereby certify that all the above furnished information’s are true and original

Certificates in support of the same will be presented upon request.