**ARUN**

**Dubai, U.A.E**

**E-mail:** [**arun.381285@2freemail.com**](mailto:arun.381285@2freemail.com)

**CAREER SUMMARY**

An enthusiastic, reliable and optimistic finance professional who holds the professional credential of **Master of Business Administration (MBA- FINANCE),** having experience in the field of Finance & Accounts.

**EXECUTIVE PROFILE**

* Worked with Conduent Business Services under LLP as an Accounting Associate – Finance & Accounts.
* Exceptionally knowledgeable in invoice processing procedures and programs.
* Ability to work with customers and co-workers in a professional and personable manner.
* Capable of handling high-stress situations and upset customers.
* Organizational and time management skills needed to perform all job requirements in a timely manner.
* Good work experience in **Excel, Tally & SAP**.

**PROFESSIONAL EXPERIENCE**

**Conduent Business Services, India LLP, Kochi, Kerala Jan 2016 - Jan 2018**

**Designation: Accounting Associate –Accounts Payable (F & A)**

**Roles & Responsibilities**

* Data Entry Operation, posting purchase invoices and vouchers into ERP system
* Documentation & Filing
* Processes financial records
* Prepares vouchers, journals, and other reports
* Inputs information into a computerized accounting system
* Ensuring client satisfaction by maintaining excellent Turnaround Time (TAT) for delivery and service quality norms.
* Recognize the lack of PO on invoices and documents and resolving the issue.
* Place investigative phone calls when there are questionable aspects of the invoice.
* Other day to day assignments given by the manager

**CORE COMPETENCIES:**

**Financial Analysis & Reporting - Budgeting - Variance Analysis - Accounts**

**Payable - Investment Decisions - Journalizing - Accounts Finalization - SWOT Analysis - Fixed Assets Management - Financial Accounting - Maintain master data - Invoice processing - Payments/Disbursement - Account analysis - Reconciliation - Periodic processing - Reporting**

**ACADEMIC QUALIFICATIONS**

* **Master of Business Administration (MBA)** - Finance

Calicut University, Kerala, India

* **Bachelor of Commerce (B.com)**- Computer Application

Kerala University, Kerala, India

* **Higher Secondary**

Board of Higher Secondary Examination, Kerala, India

* **S.S.L.C**

Board of Public Examinations, Kerala, India

**PROJECTS UNDERTAKEN**

* **MBA project on Finance**
* Title: Financial performance analysis of ESAF Microfinance and Invest. Pvt. Ltd.
* Organization: ESAF Microfinance and Investment (p) Ltd., Mannuthy.
* **Degree project**
* Title**:** To design website for Alagappa Textiles (Cochin) Mills Limited.
* Organization: Alagappa Textiles Mills, Thrissur.

**COMPUTER PROFICIENCY**

* **Reporting** - MS Office – Excel & Power point
* **Office Tools** - Microsoft Office – Word, Outlook
* **Accounting** - **Tally & SAP**
* **Web design**- SPSS 16.0, Adobe Photoshop CS 8.0, Dream weaver

**SOFT SKILLS**

* Ability to learn new things quickly & skilled to convey it to others
* Success to maintain good relationship with both insiders & outsiders of the organization.
* Excellent Team Player and having good Collaborative Skills.
* Excellent negotiation skills at work places.
* Great oral and written communication skills.

**PERSONAL PROFILE**

Date of Birth : 19/04/1993

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Christian

Languages known : English, Malayalam and Tamil

**REFERNCE**

Will be furnished upon request.

**DECLARATION**

I hereby declare that all the above mentioned information are true and best of my knowledge and it can be supported with relevant documents.