

**Sreeja**

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# CAREER OBJECTIVE

To be a part of a reputed and progressive organization in order to gain knowledge and assist the professionals in performance of their duties & responsibilities for achieving their goals and objectives efficiently & effectively.

**Personal INFORMATION**

Name : Sreeja

Qualification : Bachelor of Commerce

Specialization : Accounting and Computer Application

**Experience : 3.2years**

Nationality : Indian

Date of Birth : 18th Oct, 1989

# PROFESSIONAL EXPERIENCE

1. **Hub Accountant** - Finance at **Gulf Agency Company (GAC), Dubai** in Global Disbursement Centre at Jumeirah Lake Towers, Dubai U.A.E

**Period of service: -** **4th May 2014 to 13th November 2014.**

**Major Responsibilities:**

* Auditing - Responsible for the verification, reconciliation and settlement of bank accounts with Customers, Port agents and updating / reporting issues if any to Management.
* Invoice payments in multiple currencies to the Port agents and Clients.
* Responsible to monitor customer account details for non-payments, delayed payment and other irregularities.
* Generate ageing analysis & review ageing to ensure compliance.
* Participation in Monthly, quarterly, financial closing of business.
* Providing Finance Manager with reconciliations of trial balances for previous month end from accounting system as well as port call and income statistics.
* Investigate and resolve Customer & agents queries on emails and phones.
* Maintain account receivable, account payment files & record on accounting software.
* Updating payment and receipts from Customer and port agents in GAC accounting system.
* Statement Of Accounts reconciliation and reporting.
* Research and resolve payment & receipts discrepancies.

1. **Accountant** - **EXL Services**, Infopark, Cochin, Kerala, India, USA based Multi National Company which offers [Finance](http://en.wikipedia.org/wiki/Finance), [Accounting](http://en.wikipedia.org/wiki/Accounting), Auditing and [Tax](http://en.wikipedia.org/wiki/Tax)ation services.

**Period of Service: - September 08, 2010 to – May 24, 2013**

**Major Responsibilities:**

**1. Accountant handling the Accounts Payable Process of CARGILL International S.A Geneva Switzerland -** leader in chartering, trading, logistics, operations and risk management of [ocean freight solutions](http://www.cargill.com/products/energy-transportation/ocean-transportation/index.jsp).

**Job Responsibility:**

* Auditing and booking of invoices related to Port Disbursements account.
* Handling invoices related to Bunkering, Condition Survey, Weather Routing, Marine Communication and Chemical Cleaning for the vessels.
* Booking of invoices in **Softmar** (Chartering and Vessel Operations Software).
* Meet the deadlines and Service Level Agreements (SLA) on time.
* Interaction with Clients via telephone, Outlook Emails.
* Coordinate with team members and ensure achievement of all team objectives and goals.

**2. Senior Accountant handling the Freight Audit and Accounts Payable process of Trinity Industries Inc, Dallas,** One of the North America's largest manufacturers of transportation, construction and industrial products.

**Job Responsibility:**

**Freight Auditing -**

* Auditing of Freight invoices.
* Verification of Freight invoices with ERPs like **Romacs** and **BPCS**.
* Approving payments of Freight invoices in **Oracle**.
* Preparation of daily, weekly and monthly reports and reporting to the project lead.
* Attending calls with US client and make process updates with the team.

**Payments -**

* Fixing targets for the day and sending opening Input queue to the entire team.
* Booking of invoices.
* Payments/timely settlements of invoices using **Oracle** and **Business Planning Control System (BPCS)**.
* Preparation of daily, weekly and monthly reports and reporting to the team lead and Project Manager.
* Attending weekly calls with US client and make process updates along with Team leader.
* Preparing and monitoring of Exception and hold reports.
* Worked as a part of internal review system which ensures the quality aspect of invoice booking.
* Responsible for training and the overall development and skill set of Junior Accountants.

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| **Educational Qualifications** | | | | |
| **Course** | **Institution** | **University/Board** | **Percentage** | **Year of Passing** |
| B.Com (Computer Applications) | Amrita School of Arts and Sciences, Cochin, Kerala. | Amrita Vishwa Vidhyapeetham University | 75% | 2007-2010 |
| Plus Two (Commerce) | De Paul School, Vindyanagar, Madhya Pradesh. | Central Board of Secondary Education | 73% | 2005-2007 |
| S.S.L.C | Naduvil High School, Kannur, Kerala. | Kerala State Board of Examination | 70% | 2004-2005 |

**PROJECTS**

**Graduation Level:** A detailed study on the Financial Portfolio and Working Capital Management of Era Infra Engineering LTD, India

**Languages Known : English, Malayalam, Hindi, Tamil**

**COMPUTER KNOWLEDGE**

* Working experience in Oracle and Business Planning Control System(BPCS)
* Working experience in Dolphin and Gacship.
* Microsoft Office. (Full command on MS-Excel and MS-Word)
* Visual Basics(VB), C++ and Tally