CONTACT INFORMATION

Email: [manju.388545@2freemail.com](mailto:manju.388545@2freemail.com)

**DOB: 01-02-1993**

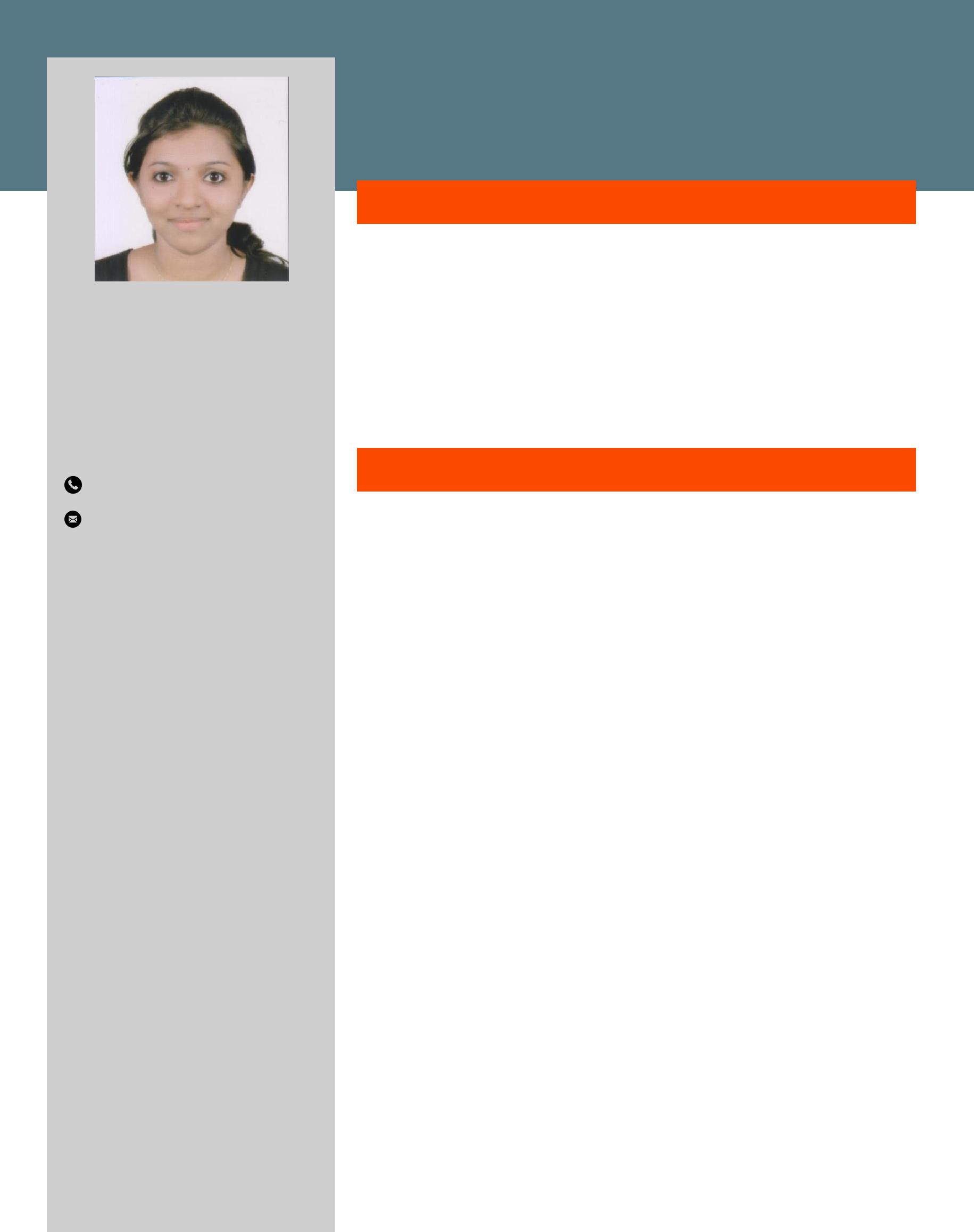
**Marital Status: Married**

**Visa Status: Spouse**

PERSONAL SKILLS

* **Time management**
* **Proactive and assertive**
* **Flexible & approachable**
* **Decision making**
* **Problem solving**
* **Handling pressure**
* **Plenty of drive, initiative and motivation**
* **An honest and trustworthy manner**
* **Task oriented, analytical and able to produce accurate work results.**
* **Handled all duties under tight deadlines.**

Manju



SUMMARY

Acquired MBA in Finance & Operations and got 1 year and 5 month of working experience in Accounts. Able to handle multiple projects and clients/departments while maintain accuracy and superior attention to detail. Highly proficient in Microsoft Excel, word, outlook and other accounting software. Able to prioritize projects and work independently, while maintain strong working relationships with coworkers, supervisors and clients.

WORK EXPERIENCE

* **EXL SERVICES**

**ROLE**: **ACCOUNT ASSOCIATE**

**PROCESS : ACCOUNTS RECEIVABLE & PAYABLE**

Accounts Payable specialists include reviewing invoices and statements to ensure that the information appearing on them is accurate and complete, and maintaining proper back up files for research and reference. Review and verify invoices and check requests.

**Main Job Tasks and Responsibilities**

* Matching batching and coding invoices
* Set invoices up for payment
* Collecting all invoices and obtaining approval for payments.
* Handling multiple ERP’s like SAP, Oracle-JDE Navision etc.
* Prepare and process electronic transfers and payments
* Post transactions to journals , Ledgers and other records
* Reconcile accounts payable transactions
* Monitor accounts to ensure payments are up to date
* Maintain vendor files raising and tracking invoices.
* Handling client enquiries through email and office communicator.



AREAS OF EXPERTISE

* **ERP, EDI and financial system technologies.**
* **Learned the importance of Accounts Payable division in a manufacturing firm.**
* **Knowledge of corporate communication style and etiquettes by handling client queries on payments.**

LANGUAGES KNOWN:

**English**

**Hindi (Basic)**

**Malayalam**

**Tamil (Basic)**

PROFESSIONAL

**Microsoft Office**

**Advanced Excel**

**Tally ERP 9**

**Word**

**SAP**

SKILLS



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent |  | The ability to |  Ability to |
|  | communication |  | explain | multitask and |
|  | and listening |  | complex | prioritize daily |
|  | skills. |  | information | requirements. |
|  |  |  | clearly and |  |
|  |  |  | simply. |  |
|  | Extensive |  | Understand the |  |
|  | familiarity in |  | importance of |  |
|  | SAP and MS |  | teamwork |  |
|  | Office |  | effectively by |  |
|  | applications |  | utilizing |  |
|  | including |  | resources to |  |
|  | Access word |  | meet clients |  |
|  | and Excel. |  | requirement |  |



EDUCATION

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **MBA (Finance & Operations)** | **BBA (Marketing)** |  |
| Noorul islam university | Calicut University, Thrissur, Kerala, |  |
| kanyakumari, Tamil Nadu, India |  |
| India |  |
| Deemed university (2014 -2016) |  |
| ( 2011-2014) |  |
|  |  |