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| **CURRICULUM VITAE**  ***Contact Information***  Personal Information  Date of Birth : 7-5-1987  Nationality : Indian  Marriage status : Single   |  |  | | --- | --- | |  |  | | Objective:  An Accounting professional over 5+ years of experience in Corporate accounting. Intended to build a career with committed and dedicated people, which will utilize my professional skills at its best and a big opportunity for advancement and to continuously improve my skills in challenging and creating environment.    Work Experience Summary  **1) Company : Lea**  **Period : October 2014 – February 2016**  **Designation : Finance Associate**  **Description:**  Williams Lea is a global multinational company that offers [business process](http://en.wikipedia.org/wiki/Business_process_outsourcing)  outsourcing to large companies. The company provides printing services to the financial industry such as mail processing, [bulk mailing](http://en.wikipedia.org/wiki/Bulk_mailing), printing, and [page layout](http://en.wikipedia.org/wiki/Page_layout).  **Responsibilities:**   * Vendor invoice processing through People soft. * Raising Debit and Credit Notes. * Setup and maintenance of vendor database. * Daily interaction with vendors. * Coded the general ledger and processed vendor invoice payments. * Processing Employees Reimbursement claim. * Researched and resolved billing and invoice problems. * Managed several tracking databases through Share Point. * Created and maintained Excel spreadsheets for specific counter parties. * Handling Month End close activities. * Investigation for Payment rejection. * Handling of queries from suppliers/Business Unit and other departments. * Preparation of Daily, weekly & Monthly reports for Quality Checks. * Bank reconciliation * Vendor statement reconciliation * Matching the Vouchers. * Make payments to vendors as per their payment terms. |

**2) Company :**  **ACS a Xerox Company, Kerala**

**Period :** August 2012 to September 2014 (2 yrs and 1 mnth).

**Designation : Finance Associate**

**Description:**

Xerox Corporation is a leading global enterprise for business process and [Document management](http://www.consulting.xerox.com/document-management/enus.html). Through its broad portfolio of technology and [services](http://www.consulting.xerox.com/), Xerox provides the essential back-office support that clears the way for clients to focus on what they do best; their [real business](http://www.xerox.com/about-xerox/company-facts/enus.html).

**Responsibilities:**

* Vendor Invoice posting through SAP
* Processing Employees Reimbursement claim.
* Monitoring un-posted items in PRRW.
* Manual Posting.
* Exception and Query clearance with INDIA SPOC over phone & through e-mails.
* Query clearance with vendors through e-mails.
* Maintain Query logs.
* Dash Board Report Preparation to Team leaders.
* Preparation of Daily, weekly & Monthly reports for Quality Checks.
* New joiners assessments on Process Knowledge
* Reconcile our accounts with vendor accounts
* Petty cash handling

**3) Company :**  **ENTERPRISE (P) Ltd**

**Period :** November 2011 to AUGUST 2012 (10 Months).

**Designation :** Accountant Assistant.

**Responsibilities:**

* Record company expense on daily basis.
* Preparation of documents for audit engagements.
* Vendor Payment clearing with in the payment date.
* Posting vendor bills in company’s ledger.
* Preparation of Daily, weekly & Monthly reports for Quality
* Preparation of purchase order.
* Preparation of Sale and Purchase Bill.
* Bank Reconciliation

**4) Company :**  **India (P) Ltd**

**Period :** November 2010 to October 2011 (1 Year).

**Designation :** Accountant Assistant.

**Responsibilities:**

* Preparation of monthly management accounts
* Vendor Payment clearing with in the payment date.
* Posting vendor bills in company’s ledger.
* Preparation of Sale and Purchase Bill.
* Monitored and record company expense on daily basis.
* Preparation of purchase order.

Achievements:

**Exceptional awarded** for best team player from **Williams Lea**.

Educational Qualification:

**Professional:**

* Completed (2010) two years full time program in Master of Business Administration (**MBA core - VTU University)** from T.John **Institute of Technology, Bangalore**.

**Academic:**

* Completed (2008) B.com (Calicut University) from ST Thomas college Thrissur, Kerala.
* Completed (2005) PLUS TWO under MASM Venmenad Thrissur,Kerala.

Key Attributes

* Confident attitude, aggressive on meeting deadlines and targets
* Ability to work in a team by playing a leader who motivates fellow members and be a team member working towards the common goal of the team with passion, simultaneously.
* Flexible Team Player.

Software Skills

* Exposure in SAP, People soft and Tally ERP 9
* Post-Graduation Diploma in Computerized Financial Accounting
* Ms Word, Ms Excel, Tally, Peachtree
* Ms Office, Lotus Note, Share Point
* Operating of Windows vista, Windows 7 & Windows 8.

**First Name of Application CV No :** **1655748**

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