**CURRICULUMVITAE**

**PERSONAL DETAILS**

Name : Prabitha

Nationality : Indian

Visa Status : Husband Visa

Languages : English, Malayalam, Tamil

Marital Status : Married

Date of birth : 19/04/1989

Email : [prabitha.380975@2freemail.com](mailto:prabitha.380975@2freemail.com)

## CAREER OBJECTIVE

Association with a progressive and growing organisation where my skills are realized and my knowledge can be enhanced for my personal development as well as for the benefit of the organisation.

## KEY CORE COMPTENCIES

* Good communication and interpersonal skills.
* Convincing skills and self-driven.
* Eager to learn new technologies.
* Ability to reach targets within deadlines in an intensely competitive field.
* Proficient in Ms Word, Ms Excel, PowerPoint.
* One year experience in SAP software.

## PROFESSIONAL EXPERIENCE



Job Location : Dubai Outsource Zone

Designation : Associate

Duration : Temporary Position For 6 Months starts from 8th January 2017 to 25th June 2017

Process : Master Data Research for Terminals and Berth

*DA – Desk is the largest independent provider of port cost management services.*

Job Profile: -

* To perform research for the port name and location with the information sources like FindaPort.com, Transas naval chart, Port layouts, Port websites.
* Identify name and location for each terminal and berth in the port.
* Plot terminals on Google Earth and name them according to Master Data naming convention.
* Plot berth on Google earth and name them according to Master Data naming convention.
* Save Google Earth .kml file and pass it to the Quality Assurance team.



Job Location : Jebel Ali,Dubai

Designation : Administrative Officer

Duration : 1st May 2014 - 30th June 2015

Process : Documentation Handling and Logistics

*Aesseal is one of the world's leading specialists in the design and manufacture of mechanical seals and support systems.*

Job Profile:-

* To plan, manage, administer and monitor of all predelivery arrangements for the import and export shipments.
* Preparing quotes and sending order confirmation to customers.
* Arrange prompt delivery to the customers as per the LPO.
* Participates in the selection of carriers, considering cost lead-time capacity, plant and customer schedules and warehouse constraints.
* Liaising and negotiating with customers and suppliers, shippers or transporters for cost effective transport solutions and clearances.
* Responsible for accurate completion of shipper's Dangerous Goods Declaration form for hazardous cargo.
* Co-ordinate logistics for product distribution maintain relations with logistics service providers and monitor transport providers performance against supply logistics agreements.
* Provide freight forwarder with all the relevant documents and follow up.
* Effective co-ordination with sales team and follow up with the customers to manage their daily requirements.
* Preparation of weekly or monthly report of inbound and outbound logistics.
* Ensure accurate and in-time sales booking in MS-Access and Line 500 system.

Accounts Payable:-

* Process and manage supplier's invoices, credit notes data entry and scanning invoices.
* Ensure all invoices are coded and booked.
* Handling petty cash requests and reconcile all payments weekly.
* Reconciling supplier’s accounts and sending out statements to suppliers to obtain balance confirmations.
* Ensure the payments are approved and released timely.

Accounts receivable:-

* Raise corporate invoices and send to customers on a monthly basis.
* Follow up with the customers to collect the payments on time.
* Deal with customers queries regarding invoices through telephone or e-mail.



Job Location : Infopark,Kochi.

Designation : Finance Associate

Year : 13th August 2012-23rd August 2013

Process : Accounts Payable

*Xerox is a leader in BPO and IT Outsourcing across a variety of industries and the public sector. Thousands of companies rely on Xerox to help improve their processes, manage client operations, and focus on their core business.*

Job Profile:-

* Planning the work volume on a daily basis to meet the customer SLA.
* Entering invoices to SAP on daily basis.
* Handling queries from client and resolve it before SLA.
* Resolving customer escalations on a high priority.
* Review credit notes when we receive less scanning.
* Responsible for month end close activities which involves accurate reporting to end customers.
* Standardizing the process by reviewing and improving the process through close co-ordination with the quality team.
* Stabilizing the process in terms of meeting the SLA (Productivity and Quality).
* Providing end to end training to the new joiners.

Achievements:-

I have completed a Transition for Accounts Payable Department of four different entities.

## EDUCATIONAL RECORD

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| --- | --- | --- | --- |
| SL.NO | QUALIFICATION | YEAR | BOARD/UNIVERSITY |
| 1. | MBA(Finance & Marketing) | 2010-2012 | Calicut university |
| 2. | PGDLSCM(Post Graduation In Diploma Of Logistics & Supply Chain Management) | 2011-2012 | Karnataka University |
| 3. | Degree(B.Com & CA) | 2007-2010 | Bharathiar University |

## PROJECTS UNDERGONE

* A study on **Employees Absenteeism** at Ammarun Foundries Pvt Ltd, Coimbatore as a part of my degree.
* A study on **Consumer Perception and Attitude** towards Foster Foods Pvt Ltd,Varadium,Thrissur as a part of MBA degree.
* A study on impact of **Inventory Management** with special reference to KSE Ltd Irinjalakuda, Thrissur.
* Successfully done summer internship in Reliance Fresh at Beach Road,Calicut

as a part of MBA degree.

**Computer Skills :** Ms-Word, Ms-Excel, Powerpoint, Internet, SAP.