

Adithya N R

Accounts / Finance Professional

A proficient, conscientious and hardworking Accounts Professional with Master's in Finance and work experience of over 6 years in India. Over the period of years, I have experience managing the back office (including accounts, finance, payroll, taxation, management & compliance) along with a small team including their performance review and working standalone as well in the role. Possess admirable accounting, financial and administration skills with commercial awareness. Best described as efficient, dependable and innovative with a commendable professional attitude. I wish to continue my career within a well- established organization and take on new challenges, where I can contribute to its success and further develop my skill set and experience.



Date of Birth

15.May.1992

Nationality

Indian

Marital Status

Married

Availability

Immediate



+91 8593901730



Adithyanikunjam@gmail.com



Kerala, India

CORE COMPETENCIES

- Strong accounting, financial and administrative skills.
- Responsible with precise attention to detail.
- Confident communicator, negotiator and decision maker.
- Thrives under the pressure of leadership and business targets.
- Ability to work alone, as well as part of team, and motivating personnel.
- Highly organized with excellent time management skills.
- Broad knowledge of accounting, local laws, finance principles, reporting and practices.
- Technically competent with experience in Microsoft office and accounting packages.



WORK EXPERIENCE

Conduent Business Services LLP - Kochi, India

Dec 2021 – July 2023

Accounting Services Associate III

- Communications with client through calls and emails.
- Preparing various reports like Monthly ageing reports, Monthly late payment reports, Daily reports on SLA and process improvement.
- Auditing and clearing customer accounts
- Perform core business process transactions including data entry, data capture, and data verification according to standard delivery solutions.
- Respond to information requests by searching, compiling, and summarizing results in requested format.
- Assess and resolve problems following defined incident notification and escalation procedures.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Process Developer

- Manage customer's database accounts, perform customer verification and process application, orders, requests and payments.
- Post daily payments including checks, wires, and automate clearing house (ACH) credit transfers to customer accounts through ERP's Vista main frame and High radius.
- Preparation of daily Report and monthly Report.
- Create regular reports to accurately track financial information.
- Review of invoices processed by team members as a part of quality check to ensure the quality and accuracy of work done to meet client expectations.
- Research and resolve payment discrepancies.
- Prepare / supervise the preparation of a variety of complex and special reports.

Conduent Business Services LLP - Kochi, India

May 2016 - Feb 2020

Accounts Associate

- Preparation of daily SLA report.
- Research and resolve payment discrepancies.
- Settlement of payment application in oracle and AS400.
- E-Mail Handling & attending customer queries.
- Documenting updates in the process and preparing reports.
- Performing Accounts Receivable through ERPs - Oracle for various clients.
- Review of invoices processed by team members as a part of quality check to ensure the quality and accuracy of work done to meet client expectations.
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the accounting software.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.

EDUCATION & CREDENTIALS

 Master of Business Administration (Finance and HR) – Kerala University, India 2014

  Bachelor of Business Administration – Kerala University, India – 2012



IT SKILLS

- Oracle V12, V11, Tally 9.0 & Rumba, High Radius
- MS Office Suite: Word, Excel, PowerPoint, & Outlook.

