

Abitha Raj

 Vellu Valappil House, Muppathadam P.O, Aluva, Kerala - 683110

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Professional Summary

Detail-oriented MBA graduate with dual specialization in Finance and Marketing, equipped with comprehensive knowledge in financial management, taxation, and customer service. Experienced in streamlining administrative processes, improving cash flow management, and leveraging communication skills to build positive client relationships.

Personal information

- Nationality: Indian
- Passport: Y8846274

Professional Experience

Sanjo Offset Printers

2025

Accountant cum Admin

- Manage accounts receivable/payable, reconcile bank statements, and generate financial reports.
- Analyze financial results, including balance sheets, income statements, and cash flow statements, to evaluate organizational performance.
- Coordinated administrative activities to ensure smooth office operations and supported executive management in day-to-day tasks.
- Streamlined vendor invoice processing by implementing a standardized verification and approval workflow, reducing payment delays.

Federal Operations and Services Ltd

2023 - 2024

Junior Phone Banking Officer

- Identified customer needs and provided solutions using available resources. Making outbound calls to customers or clients.
- Handled escalated customer complaints professionally to maintain positive client relationships.
- Answered incoming customer calls regarding account inquiries, payments, and product information.
- Handled inquiries regarding accounts, payments, and product information.

Krishna Industries Pvt Ltd

2021 - 2021

Accounts Assistant

- Created accurate and timely journal entries as part of month-end close processes.
- Managed accounts receivable and payable while reconciling bank statements and preparing financial reports.
- Analyzed financial results, including balance sheets, income statements, and cash flow statements.

Internship

Finance Intern Hindalco Industries, Ernakulam | July 2022 - August 2022

- Assisted in updating and managing bill invoices to ensure accurate financial records.
- Supported the finance team in preparing financial statements.

Education

Adi Shankara Institute of Technology and Management

MBA - Finance and Marketing

2021-2023

SCMS School of Technology and Management

Bcom - Finance and Taxation

2017-2020

Viswadeepthi Vidyalaya Public School

Commerce

2015-2017

Core Skills

Tally ERP9

Bank Reconciliation and Accounting

Customer Relationship Management

Microsoft Excel, Word & PowerPoint

Accounts Payable & Receivable Management

Time Management and Problem Solving

Certification

Managing Services - NPTEL IIT Kanpur (2023)

Business Analytics – Adi Shankara Institute of Engineering and Technology (2023)

Tally and GST Certification – LBS Centre (2021)

Volunteer

Coordinator – Brahma National Level Fest (2023)

Volunteer – ICT Academy (2022)

Volunteer – National Service Scheme (2017-2020)

Awards

Recognized "Star Performer" for outstanding performance at Federal Operations and Services Limited (FY 2023-24).

Best Marketing Team – SNGIST College National Level Management Fest (2022)

Language

English

Tamil

Malayalam

Reference

Priya S

Professor

Jain University

919961471283

Kishan S Mohan

Team Leader

Federal Operations and Services Ltd

919746941583