



CONTACT

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Union Dubai UAE

EDUCATION

2023

M.com Business Finance
Pondicherry University

2020

B.com
Alphonsa College Thiruvambadi

SKILLS

Tally

Pivot tables

Account Receivables

Account Payable

Microsoft Excel

WMS

KPIs in excel

Outlook

Final Accounts and Reports

Financial Analytics

VAT

MIS Reporting

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

AKHILA UNNI

ACCOUNTANT-RECEIVABLES

Experienced Accountant with a strong foundation in finance and expertise in billing analysis and financial management. Skilled in using accounting software, including Microsoft Excel, Geodis WMS, and ERP systems, to manage and interpret financial data. Experienced in preparing invoices, auditing billing records, identifying discrepancies, and optimizing billing processes. Adept at interpreting customer contracts, processing credit memos, and maintaining accurate records. Known for strong attention to detail, problem solving abilities, and effective communication skills. Committed to ensuring accuracy, compliance, and operational efficiency in all financial operations.

EXPERIENCE

GEODIS

Sept 2023 - Nov 2024

BILLING ANALYST -US OPERATIONS

- Responsible for preparing accurate billing data in Excel.
- Constructing invoices based on data and uploading all the invoices within weekly deadlines.
- Using various applications like Geodis WMS, Citrix gateway, Power Apps, SQL, and excel to extract data and invoices and audit data for customer billing.
- Generates weekly/monthly invoices by deadlines following contracts.
- Working closely with inquiries on any issues relating to customer billing audits or invoices.
- Cross-verify the invoices and process credit memos if there is any mismatching found
- Maintained all records, invoices, and approved mail exception reporting.
- Helped in integrating data from different sources and managing the ETL (Extract, Transform, Load)process
- Create and manage data models, perform data transformations, and ensure data integrity and quality.
- Preparing Process documents for new projects.
- Responsible for daily waiving activities.
- Financial reporting for our various clients
- Utilize systems and Microsoft Office to assist in creating reports for management.

Kozhikode Agriculturist and Social welfare Cooperative Society Ltd.

April 2022

INTERNSHIP TRAINEE

- Maintained and updated customer account information, ensuring accuracy, confidentiality, and compliance with regulatory standards.
- Participated in training sessions on banking operations, financial products, customer service, and compliance to enhance knowledge and efficiency.
- Assisted customers with inquiries, provided detailed information about bank products and services, and directed them to the appropriate departments as needed.
- Input, verified, and analyzed financial data using banking software and Excel to support decision-making and reporting processes.
- Conducted account reconciliations to ensure records matched and resolved discrepancies promptly.
- Collaborated with team members to review and process loan applications, ensuring all required documentation was complete.
- Monitored and managed customer feedback related to "Know Your Customer" (KYC) regulations during customer onboarding.

CIRTIIFICATION

- UAE VAT – VAT in the UAE Complete course: Principles and
- Application

PROJECT

- A study on performance appraisal system and its effectiveness in Nexo footwear PvtLTD, Calicut - March 2020.
- A study on performance analysis of selected mutual fund schemes in India - December 2022.