

# **BIJU MURALI RAJESWARI**

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## **CAREER OBJECTIVE**

To work in a prominent organization from where I could improve my current knowledge and skills to such a level which would give me a well-established career and I assure you that I would utilize every opportunity to improve my skills & knowledge for my growth, along with the organization objective.

## **JOB RESPONSIBILITES (Aptara TECHNOPARK)**

- Aptara, Technopark, Trivandrum, Senior Financial Analyst from November 2022.
- US – GAAP Knowledge, working with US XBRL.
- Analysis of Financial statements of US Companies.
- Produce and prepare XBRL formatted financial statements for client companies, by mapping the financial statements to the standard U.S. GAAP taxonomy that should be filed with US SEC.

## **JOB RESPONSIBILITES (RM EDUCATION TECHNOPARK)**

- RM Education, Technopark, Trivandrum, India as Accounts payable Consultant from March 2021- November 2022.
- As part of accounts payable team involved in invoice processing, reconciliation of supplier statements.
- Mailbox and query handling.
- Royalty payments, debit note and credit note handling.
- Handling RPA (Robotic Process Automation) files.
- Tagging and registration of invoices, Macro handlings.

## **JOB RESPONSIBILITIES (Muthoot Fincorp)**

- Muthoot Fincorp, Trivandrum as financial service executive from December 2019-March 2020.
- Operational functions like Domestic money transfer, foreign currency exchange, Gold loan processing, SME loan processing, marketing financial products and various insurances

## **JOB RESPONSIBILITIES (Eight Degree Hospitality and Travels Pvt Ltd, Trivandrum)**

- Eight-degree Travels, Kazhakootam, Thiruvananthapuram, India as Finance Executive from May 2017 – August 2018.
- Handling finance, office administration, providing cab facilities, handling Bills receivables and bills payable, voucher and bill handlings.

### **JOB RESPONSIBILITIES (RR DONNELLEY)**

- RR Donnelley, Technopark, Thiruvananthapuram, India as Finance Associate from October 2015 – January 2017.
- US – GAAP Knowledge as have worked with US XBRL.
  - Working in XBRL back-end documents in order to find an efficient way in resolving issue and speeding up the process time.
- Analysis of Financial statements of US Companies
- Produce and prepare XBRL formatted financial statements for client companies, by mapping the financial statements to the standard U.S. GAAP taxonomy that could be filed with US SEC
- Consult with clients and confirm which of their reported financial statement items appear to map directly to the UGT or which ones may require the creation of customized extension elements in order to create an XBRL instance document.

### **JOB RESPONSIBILITIES (ACCOUNTING & TAXATION CENTRE)**

- Accounting & Taxation Centre, Thiruvananthapuram, India as Finance Associate from October 2014 – September 2015.
  - Assisting the Senior Auditors for preparing the Final Audit report.
  - Vouching & Verification of purchase, disposal, and depreciation written off in respect of fixed asset.
  - Verification of assets & Liabilities and see whether its valuation is reasonable or not.
  - Physical verification of Inventories.

### **ERP TOOLS**

- SAP Finance (ECC6 – ERP Central Component 6<sup>th</sup> version oracle database)
- Agresso Financial ➤ Citrix Receiver / Citrix workspace ➤ Orion Enterprise ➤ Kastle
- Tally ➤ Active Disclosure ➤ Sales force

### **EDUCATIONAL QUALIFICATION**

<b>Year</b>	<b>Degree</b>	<b>Board/University</b>
2013-2015	MBA (Finance & HR)	CET School of Management (Kerala University)
2012-2014	M.Com (Finance)	Madurai Kamaraj University (DDE)
2009-2012	B.Com	Xavier Institute of Management, Thumba (Kerala University)
2009	AISSCE	Sree Chithira Thirunal Residential Central School, Trivandrum (CBSE)
2007	AISSE	Sree Chitra Public School, Chirayinkil (CBSE)

<b>Project</b>	The Impact of Funds Management in Profitability of Kerala State Cooperative Bank.
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## **STRENGTH**

- Good Team Player
- Hard working
- Ability to learn new things

## **ACHIEVEMENTS**

- 1) Participated in MANIA 2K14 (National level management fest) as BEST MANAGER in Institute of Management in Kerala, Kariavattom.
- 2) As a part of YAMISTHA (National level management fest) coordinated food and hospitality for the entire program.
- 3) Participated in Luminance (National level management fest) as BEST MANAGEMENT TEAM in DCSMAT, vagamon.

## **DECLARATION**

I do hereby declare that the particulars of information and facts stated above are true, correct and complete to the best of my knowledge and belief and would sincerely serve my best for the growth of the organization.

Biju Murali Rajeswari