

SavithaMK

Accountant

Focused and reliable accounting professional with 4+ years of experience in Finance and Accounting. With Experience, I have achieved great qualities both in my professional and personal life. I am self-motivated, optimistic, and flexible with the objective of joining the company to provide expertise in the field of Accounts and Finance.



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📍 Abu Dhabi, UAE

WORK EXPERIENCE

Accountant KPT Group

06/2022-10/2022,

Al Satwa, Dubai

Achievements/Tasks

- Manage all accounting transactions
- Handle monthly, quarterly, and annual closing Reconcile
- counts payable
- Ensure timely bank payments

Senior Associate – Accounts Payable/Accounts Receivable Exl Outsource Partners International Pvt Ltd

07/2017-04/2021,

Kerala, India

Achievements/Tasks

- Performing Accounts payable work through ERPs Oracle and BPCS.
- Preparation of daily report of invoices processed, duplicates, and other exceptions.
- Quality Review performed by other junior team members.
- Exception handling – The invoice moved to the exception is reviewed for clearing up and gaining resolution from the vendor and from the client.
- Successfully took part in the spinoff activities of client business and transitioned different processes of the new client area.
- Working in Hold Review Process an exception handling process requires high level of ERP and process knowledge.
- Performed in Outstanding check review Analysis.
- Month end Close, Reports Generation and Intercompany reconciliations.
- Preparation of Accrued Liability Report in Weekly and Monthly basis.

Cash Application Process (AR)

Improved cash transfer processes to maximize efficiency.

- Handled multiple bank account receipt processing from ACH wires.
- Coordinated Communications between sales and billing Department.
- Answered queries from external and internal customers
- Processed monthly write-offs, refunds and adjustments.
- Resolved AR a/c issues such as payment reconciliations

EDUCATION

Master of Commerce (M.Com)
MG University

SKILLS

Tally

MS Excel

PGDCA

Data Entry and Office Automation

Oracle

BPCS

NetSuite

Teamwork

Management

Communication

Problem Solving

PROFESSIONAL CERTIFICATION

Post Graduate Diploma in Computer

Application Computerized Financial Accounting

Using Tally Data Entry and Office Automation

ACHIEVEMENTS

Client CFO appreciation

Exl Outsource Partners International Pvt Ltd

- Received for reducing Client exception and liability during lockdown period and for maintaining it

Extra Miler Award

Exl Outsource Partners International Pvt Ltd

- Best performance in Q4 2018

HI5 Award

Exl Outsource Partners International Pvt Ltd

- Best performance in Qualities and productivities in the process

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

OTHER DETAILS

Passport No: U8616074

- Experienced in Front Office Assistant (Ekm Medical Centre)
- Experienced in Secretary (Rajagiri Hospital)