



SIMI P B

Accountant

It is my privilege to introduce myself to you as a talented, ambitious, and hard-working individual with a wealth of experience and skills and experience in the commercial architecture field

Contact

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✉️ | simipbl23@gmail.com

📍 | Kerala, India

Education

● Post graduation -MBA Finance and Marketing

Anna University, Chennai-India
2014-2016
Chennai, Tamilnadu, India

● Graduation -B.COM Computer Application

Calicut University
2011-2014
Calicut, Kerala, India

Skills

SAP	● ● ○
Solomon	● ● ●
Microsoft Excel and Word	● ● ○
Microsoft Outlook	● ● ○
DocLink	● ● ○
Tally	● ● ●

Experience

● Senior Associate

EXL Services Pvt Ltd Jan 2022 - Jan 2024

- Verification and Processing of invoices via 3-way and 2-way matching.
- Coding invoices to correct ledger account.
- Handle vendor queries and work on it.
- Coordinate with vendor to clear outstanding invoices.

● Finance Associate

Conduent Business Services India LLP Dec 2016 - Mar 2019

- Processing Both Po and Non-Po invoices.
- Handling Check Authorization processing activities.
- Ensured to be a team player and supported the team in case of all the queries and also supported calls from service desk.
- Handling vendor queries.

Language

English



Malayalam



Hindi



Reference

Nivya Vijayan
Assistant Manager

EXL Services Kochi
+91 8129200684