



Athira U

Financial Analyst

Seeking an Accounts payable specialist role with a growing organization that will benefit from my expertise in accounts payable process and procedures. An Accounts Payable specialist who is eager to learn new processes quickly while providing excellent customer service support.

✉ athiraudayabhanu6@gmail.com

☎ 6235727920

📍 Palakkad, India

WORK EXPERIENCE

Process Associate

Tata Consultancy Services

05/2023 - Present

Chennai, India

Tasks

- Responsible for daily accounts payable processes, journaling between suppliers and brands invoice processing, purchase orders, payment transactions, reconciliations.
- Handling payment related queries for account processing.
- Resolving months of backlog, investigate and resolve journal entry errors due to incorrect billing, duplicate invoices.
- Reconciliation of various GL accounts.

Senior Process Executive

INFOSYS Ltd.

01/2022 - 05/2023

Bengaluru, India

Tasks

- Processing card claims which come under REG E. and PEGA
- Investigating the case by client notes checking the data in 18 months data and investigating through built-in applications such as PEGA, CLIENT CENTRAL, VISA, BLUEZONE, DOCUMENT DIRECT, CFC PEGA.
- Creating reports of the work done in MS Excel.

EDUCATION

Master of Business Administration (HR & Finance)

Nehru Institute of Management Studies

08/2019 - 08/2021

Coimbatore, Tamil Nadu

Bachelor of Business Administration

Bharathamatha College of Arts and Science

07/2016 - 07/2019

Palakkad, Kerala

SKILLS

Fraud Detection

Financial Crimes

Project Management

Fraud Management

Investigative Research

ACADEMIC PROJECTS

A Study on Employee Welfare Management

The study was attempted during a length of two months on the theme "A Study on Employee Welfare Management" at Pantaloons, Coimbatore. The study was conducted to determine the impact of employee welfare facilities on the satisfaction of employees.

INTERNSHIPS

LUDIFU.com (02/2019 - 04/2019)

- Interned for two months on Employer Branding, Marketing Specialist cum Social Media Marketing.

CERTIFICATES

-TALLY 9.0- TCS

-T100- Dimension of Fraud

-Retail Management and E-Retailing Trends

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Tamil

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

TECHNICAL SKILLS

TALLY

DOCUMENT DIRECT

PEGA

ERP ORACLE

ANYDOC

ONBASE

MS OFFICE