



RENOY ROY

ACCOUNTANT

CONTACT



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THAIVELIKAKATHU

KADAKKARAPPALLY

PO, CHERTHALA

ALAPPUZHA ,PIN :-688529

EDUCATION

**BACHELOR OF COMMERCE IN
TAXATION**

NAIPUNNYA SCHOOL OF
MANAGEMENT ,CHERTHALA
2016-2019

PURSUING CMA [USA]

LOGIC SCHOOL OF
MANAGEMENT , KOCHI
2021-

**PROFESSIONAL DIPLOMA IN INDIAN
AND FOREGIN ACCOUNTING WITH SAP
FICO**

G-TEC COMPUTER EDUCATION
ALUVA
2022-2023

TECHNICAL/SKILLS

- TALLY PRIME
- MS EXCEL
- SAP FICO FI
- QUICK BOOKS
- SAGE 50
- E- ACCOUNTING
- MS WORD
- MS POWER POINT
- ORACLE
- BPCS
- JOBSCOPE [JEE]
- COMMUNICATION
- TEAMWORK

ABOUT ME

FOCUSED AND RELIABLE ACCOUNTING PROFESSIONAL WITH SIX MONTH EXPERIENCE IN FINANCE AND ACCOUNTING . 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

EXPERIENCE

ACCOUNTING ASSOCIATE

EXL OUTSOURCE PARTNERS INTERNATIONAL PVT LTD
APRIL 2023-
JOB ROLE

- PERFORMING ACCOUNTS PAYABLE WORK THROUGH ERP ORACLE , JOBSCOPE (JEE) AND BPCS .
- PREPRATION 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.
- WORKING IN HOLD REVIEW PROCESS AND EXCEPTION HANDLING PROCESS WHICH REQUIRE HIGH LEVEL OF ERP AND PROCESS KNOWLEDGE.
- PERFORMING OUTSTANDING CHECK REVIEW ANALYSIS .
- MONTH END CLOSE REPORT GENERATION AND INTERCOMPANY RECONCILIATIONS.
- PREPARATION OF ACCRUED LIABLITY REPORT IN WEEKLY AND MONTHLY BASIS.
- DATA ENTRY AND INVOICE PROCESSING

LANGUAGE

ENGLISH

MALAYALAM

TAMIL

REFERENCE

SAVITHA MK

SENIOR ASSOCIATE

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