

Amrita Philip

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal as well as organization goals.

SUMMARY

- **Accounts Payable in F&A Team** at Accenture.
- **Post Graduate Diploma in Business Management** (Finance and Marketing)
- **Completed MICROSOFT OFFICE, MICROSOFT OFFICE EXCEL 2007.**
- **Internship** with **BHARTI AXA LIFE INSURANCE COMPANY LTD, BANGALURU** to study on customers financial investment needs and their preferences for portfolios.
- **Completed TOAST MASTERS certification course.**

1-- PROFESSIONAL EXPERIENCE

Accenture- Bangalore

25th August' 14 To 11th March 16

Accenture is one of world's leading consulting companies. It specialises in management consulting, outsourcing and technology services, and is a market leader in large scale IT implementation. It is also well known for its extensive experience and capabilities across all industry sectors, as well as in-depth research it conducts on the world's leading companies.

F&A Accounts Payable.

Responsibilities:

- Setup claim , make payment to the suppliers.
- Before making payment we need to validate that policy holder name is matching or not, if payment is already made or not, supplier is assigned or not.
- Ensure Day to day SLA's are met with 100% quality.
- Taking ownership and send communication to service provider .

- Take ownership and of a query/issue until successful closure.
- Work allocation to the team in absence of senior partners.
- Preparing SLA Stats on monthly basis and sending to the FA team to ensure that they are informed about reports for which the SLA are missed and take necessary steps to get NAV triggered on time going forward.
- Make sure that whatever work is assigned it should be completed by EOD.
- Responsible for quality check of the process and maintenance of reports.

RESEARCH PROJECT

Title of the project- PREMIUM FUNDS MANAGEMENT BY LIFE INSURANCE COMPANIES WITH SPECIAL REFERENCE TO BHARTI AXA LIFE INSURANCE COMPANY LIMITED.

2-- PROFESSIONAL EXPERIENCE

DXC TECHNOLOGY- Bangalore

14th September 2016 To 25th September 2018.

Worked as Senior Assistant Claims Examiner.

DXC Technology is a technology company headquartered in Tysons Corner, Virginia. DXC provides information technology and consulting services to enterprise clients. The company operates in more than 70 countries and trades on the New York Stock Exchange under the symbol "DXC" and is a component of the S&P 500 index.

DXC launched on April 3, 2017,[2] created from the merger of Computer Sciences Corporation (CSC) and the Enterprise Services business of Hewlett Packard Enterprise (HPE).

Technical Accounting Team.

Responsibilities:

- To release funds after checking all details are matching or not.
- Before transaction we need to validate that client has paid or not , if client did not made payment then we are not suppose to release signing .
- Before releasing we need to make sure that for each fund there should be signing for same amount , if there is any mismatch related to amount from signing and transaction then we are not suppose to release funds.
- Ensure Day to day SLA's are met with 100% quality.
- Taking ownership and send communication to service provider .
- Allocating Funds , amount transfer to client accounts.

- Take ownership and of a query/issue until successful closure.
- Work allocation to the team in absence of senior partners.
- Make sure that whatever work is assigned it should be completed by EOD.
- Responsible for quality check of the process and maintenance of reports.

3-- PROFESSIONAL EXPERIENCE

Conduent Business Service Ind LLP - Bangalore

27th September 2018 to 30th March 2020

Worked as an Analyst.

Roles & Responsibilities:

- Handling a team of 12 members in a collection process.
- Allocating the customers list to the team members to perform the activities in the beginning of the month.
- Checking the past due reports of each team members which were sent on a daily basis.
- Tracking the follow up E-mails of the team members which is sent to the customers.
- Analyzing and researching on the past dues of the old items.
- Make sure that the customers are making payment as per the agreed payment terms.
- Working on discount charge back accounts.
- Working on customer refunds.
- Make sure that all the month end and month beginning activities are performed: Like sending customers statement and open invoices.
- Providing weekly & monthly report to inform the client and management about the pending and completed tasks.
- Ensure all SLA's and KPI's are met 100%.
- Having a team hurdle to discuss about any process updates, to understand the team concerns, process challenges and so on.
- Attending weekly, month-end call.

EDUCATION

Year	Stream	Name of the Institution, Place	Percentage
2013	PGDBM (Finance And Markeing)	Jain College, Bangalore	54.00%
2011	B.COM	SHIATS- Allahabad	85.00%

SKILLS

- A self-motivated go-getter with the ability to learn new concepts.
- Good communication skills, verbal as well as written, and good interpersonal skills..
- Possess good team working ability
- Goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
- Excellent abilities with regards to attention to details and accuracy.
- Microsoft tools – MS Word, MS Excel.