Objective:

**B.com, MBA (Finance - Marketing)**

**TITUS SAM**

blue address Kodathethu House, Tiruvalla, Pathanamthitta Kerala- 689548, India

+919495927619  [emerald707@live.com](mailto:emerald707@live.com)



Acquiring wisdom through application of knowledge and additional learning opportunities to achieve organisational goal and personal aim as well.

**Technical and Business skills**

* SAP (Beginner)
* Oracle EBS (Beginner)
* Tally (Beginner)
* GST filing (Pursuing)
* MS Office (Intermediate)
* Adobe Premiere (Intermediate)
* Visio (Beginner)

**Personality Skills**

* Analysis
* Conversation
* Presentation
* Problem identification
* Listening
* Oratory

# Total Work Experience: 3 years 4 months.

**Associate BPS** - (24th Sep, 2018- 27th Sep,2019) 1 year

[**CGI Inc**](https://www.cgi.com/en/overview)(DLF, Chennai Tamil Nadu)

Job Summary:

* Verification of purchase orders.
* Payment processing towards the vendors on behalf of CGI business units.
* Receipts working / allocation
* Roaster planning and organising meetings.
* Suggesting ideas in improvement of process and creating manuals enabling change.
* Allocation and Quality Check.

**Accounts & Admin Assistant** - (2nd May, 2016- 18th Sep, 2018) 2 years 4 months.

[**SilkAir (Singapore) Private Limited**](http://www.silkair.com/en_UK/in/home) A regional wing of Singapore Airlines (Cochin, Kerala)

|  |  |
| --- | --- |
| Job Summary: AP | Job Summary: AR |
| * Performing **invoice processing**, sending payment reminders, and updating accounts. Issuing demand draft and sending to vendors. * Answering phone calls and emails and **resolving queries** of vendors and customers. * **Liaising** with various airport service providers like Air India, AIATSL, Vistara CIAL, BIAL etc., for discrepancy in invoices. * **Point of contact** from 7 SilkAir stations in India, regarding payment processing. * Assisting in **budget** preparation * Preparing and interpreting **reports** on Higher Payment limit updation, Outstanding payments. * Assisting in **Pettycash** handling | * Preparation of (**DSCS**) Daily Sales and Collection Summary. * Recording **receipts** of incoming fund in SAP. * Proactively manage accounts receivables, **chasing debts**. * Issuing invoice for **collection**. * **Authorization** of IATA agents in BSP link. * Updating **ticket capping** quota to IATA agents * Administration in Amadeus Sales Watcher * **Sales audit** * **SOD** creation and submission * Have submitted 2 ideas to improve the process: * Invoice tracker (Finance) * Around the city in 60 seconds (Marketing) |

# Awards and Achievements:

# Merit Award from SilkAir, for managing AP and AR processing in same time, in the absence of staff in AR department.

* 2nd Prize for Essay writing competition in DiST, Angamaly.

**Academic Education:**

* Master of Business Administration (Major: Finance- Minor: Marketing) 2014-2016

(DePaul Institute of Science and Technology, Angamaly (MG University)

* Bachelor of Commerce (Specialization: Computer Application) 2010-2013
* Higher Secondary Education-2008-2010
* S.S.L.C secondary school leaving certificate-2008

# Other

* Attended a presentation on “Media and Ethics” in UC college Aluva.
* Attended “Plan a CSR campaign” conducted by The Cochin Chamber of Commerce & Industry.

# Nationality: Indian.

# Marital Status: Single

**(Updated on: May, 2020)**