MARIAMOL TOMY

Karukappally House, Anakkal P.O. Kottayam Dist., Kanjirappally, Kerala

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PROFESSIONAL SUMMARY

EXL SERVICE	Infopark, Kochi
Technical Program Manager	JAN 2024-Present

- Currently processing Reconciliation and Offline Refund by meeting all the Deadlines
- Managed general Ledger Reconciliation, conducted financial statement analysis, and generated detailed reconciliation reports.
- Handled invoice processing and verification to ensure compliance and accuracy
- Reviewed and validated vendor invoices before payment processing
- Maintained accurate records through detailed invoice verification procedures
- Processed all accounts payable and receivable transactions daily.
- Identified and resolved all variances before final processing of claims.

SHEKINA NEWS	Thrissur
Junior Accountant	OCT 2023- JAN 2024

- Carried out billing, collections and reporting activities to specific deadlines.
- Provided financial clerical and administrative services to ensure efficient timely and accurate payment of account.
- Performed Detailed Testing of internal controls and identified areas of risk providing recommendation.

EDUCATION

M G UNIVERSITY	St. George College, Aruvithura
Master of Commerce, Finance and Taxation	2021-2023
M G UNIVERSITY	St. Antony's College, Peruvanthanam
Bachelor of Commerce, Finance and Taxation	2019-2021
HSC	Achamma Memorial HSS, Kalaketty
Class 12	2018
SSLC	St. Dominic's HSS, Kanjirappally
Class 10	2016

ADDITIONAL CERTIFICATIONS

Kerala Computer Saksharatha Mission

- Peachtree, Tally, GST &E-E-Filing, SAP(FICO),QuickBooks (June 2020 – February 2023)
- AI Mastery: ML, NLP and Data Science Essentials (April 2025 – June 2025)

Key Responsibilities

- Cross checking the transactions given and processing the correct data.
- Collaborate effectively with cross-functional teams to streamline processes.
- Provide guidance and supervision to junior team members, ensuring effective.

SKILLS

- Office 365
- Oracle Fusion
- Recon NET
- Planet
- Opera

DECLARATION

I hereby state that all the information provided is accurate to the best of my beliefs and I'm fully responsible for the accuracy of the information.