



LIGIN PAPPACHAN

FINANCE & LOGISTICS ASSISTANT

CONTACT

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EDUCATION

2022-2023

Leeds Beckett University

- Management And International Business
- LEEDS, UNITED KINGDOM

2018-2020

Goa University

- Master of Commerce
- GOA, INDIA

SKILLS

- Financial Compliance
- Transaction Monitoring & Fraud Detection
- Logistics Coordination & Documentation
- Project Coordination
- Public Relations
- Teamwork
- Time Management
- Inventory & Stock Reconciliation
- Effective Communication
- Critical Thinking

PROFILE

Analytical and detail-oriented Finance & Logistics Assistant with hands-on experience in financial operations, logistics coordination, and compliance management. Skilled in supporting procurement, shipment documentation, and inventory reconciliation while ensuring adherence to financial controls and regulatory standards. Adept at coordinating with suppliers, freight forwarders, and internal teams to streamline end-to-end logistics and accounting processes. Proficient in Odoo, SAP, Power BI, and Excel with a strong foundation in transaction monitoring, documentation, and risk control.

PROFESSIONAL EXPERIENCE

FINANCE & LOGISTICS ASSISTANT

MARCH 2024 - OCTOBER 2025

THE BOTTLE STORE - ABU DHABI

- Maintain accurate financial records, including invoices, receipts, and payment documentation in accordance with company policies.
- Assist with accounts payable and receivable, bank reconciliation, and monthly financial reporting.
- Maintained and analyzed data using Microsoft Excel, including pivot tables, VLOOKUP, and data validation tools for accurate reporting.
- Coordinate with suppliers and vendors to ensure timely invoice processing, purchase orders, and payment follow-ups.
- Manage logistics operations, including shipment tracking, delivery scheduling, and inventory documentation.
- Prepare and review work orders, service orders, and procurement documentation for accuracy and compliance.

FRAUD DETECTION

JULY 2021 - JULY 2022

INFOSYS BPM Ltd - BENGALURU

- Conducted risk analysis and transaction monitoring to identify irregular financial and logistics patterns.
- Partnered with internal teams and clients to enhance data accuracy and compliance reporting.
- Supported cross-functional teams by ensuring data integrity across financial and operational systems.
- Recommended process improvements to strengthen risk control and transparency in vendor payments.
- Maintained accurate records and documentation in alignment with data protection and compliance standards.

LANGUAGES

English
Hindi
Malayalam

SOFTWARE

Odoo
SAP
SAS AML