**Theresa Thomas** E-mail: 0430theresathomas@gmail.com

* Summary

 To work for a company that gives me a platform to develop my skill sets while utilizing my knowledge and use my ability to work as a team player. Quality-focused accounting professional with over 2 years and 11 months of experience in Accounts payable process and in procurement .



* Contact Info

**E-mail**

0430theresathomas@gmail.com

**Mobile**

+91 9847324703

* Personal Info

**Date of Birth**

04-Nov-1997

**Address**

Mariya Sadhan(H)

Aims P.O,

Ponekkara, Edappally

Pin: 682024

Ernakulam, Kerala

**Husband Name**

Ajeesh k Augustine

**Sex**

Female

**Marital Status**

Married

**Nationality**

Indian

**Religion and caste**

Christian, RCSC

* Personal Highlights
* Accounts Payable knowledge
* Reconciliation of Accounts
* Organizational skills
* Good communicational skills
* Work as a team player
* Time management skills
* Research abilities
* Dynamic in nature
* Reporting skill
* Ability to interact with people and develop rapport.
* Procurement knowledge
* Professional Experiences- From February 2019 To March 2021

**Accounting Associate**

*Conduent Business Services India LLP*

Infopark P.O,Kakkanad Cochin, Pin: 682042

**Responsibilities**

1. Accounts Payable Management

2. Update accounting software (SAP) on daily basis for AP related entry.

3. Verify and Reconcile EDI invoices

4. Mail follow-up with vendors and Buyers

5.Generate reports for superiors as and when required.

6. Invoice processing against the purchase orders as a part of accounts payable process.

7. Sourcing, negotiating and buying of goods, materials and servicing to meet the company’s operational requirements.

8. Work as an interface and creating contract as per buyer information taking into account price, quality and delivery and to ensure continuity of supply.

* Professional Experiences- From May 2021 – Still working

**Senior Associate**

 *EXL Service Outsource Partners International Private Limited*

 *Infopark P.O, Kakkanad Cochin, Pin: 682042*

 **Responsibilities**

 1. Accounts Payable Management

 2. Update accounting software (SAP) on daily basis for AP related entry.

 3. Verify and Reconcile Parked invoice, Urgent and immediate payments

 4. Mail follow-up with vendors and Buyers

 5. Generate reports for superiors

 6. Training new candidate’s related work, invoice processing, urgent payments, email responding

 to buyer and vendor

 7. Reporting and reviewing emails and bills on daily basis.

* **Academic Credentials**
* Languages Known

English

★★★★★

Malayalam

★★★★★

Hindi

 ★★★★★

* Computer Skills

SAP

 ★★★✰✰

Microsoft Word

★★★★✰

Microsoft Excel

★★★✰✰

Microsoft PowerPoint

★★★★✰

Microsoft Outlook

★★★★★

Tally ERP 9

★★★✰✰

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| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year** | **Percentage** |
| B.Com | M.G University, Kottayam |  2018 | 67 |
| Plus Two | H.S Board , Kerala |  2015 | 60 |
| SSLC | SSLC Board Kerala |  2013 | 82 |

**Declaration**

I hereby declare that the information furnished above is true and correct to my knowledge and belief.

Place: Edappally

Date: Theresa Thomas