



MEGHA JACOB



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Kerala, India



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SKILLS

- Bloomberg Market Concepts
- GST- Tally
- General Electric Human Resources Program (17/10/2021)
- Leadership and Emotional Intelligence (23/05/2020)
- SAP

OBJECTIVE

Looking for a secure job in an esteemed organization where I can improve my skills and knowledge in human resource and contribute towards the excellent functioning of the organization.

EXPERIENCE

Accounts Payable- Finance Associate

Conduent, Kerala India Dec 2020–Present

- Assemble, review and verify invoices and check requests
- set invoices up for payment
- reconcile accounts payable transactions
- Provide dates and other information on invoices payments

EDUCATION

SSLC (10th)

M.E.S Indian School, Doha, Qatar

2013- 76%

Higher Secondary

M.E.S Indian School, Doha, Qatar

2015- 80%

Bachelor of Commerce (B. Com)

Parumala Mar Gregorios College, Kerala, India

2018- 70%

Master of Business Administration (Finance and Human Resources)

Saintgits Institute of Management, Kerala, India

2020- 67%

REFERENCES

- Shibin N U
Senior Accounting Associate,
Conduent
Phone: +91 9074673325
- Riyamol Anthony
Accounting Associate, Fragomen
Phone: +91 7736375551

PERSONAL DETAILS

- Father's Name: Aji Jacob
- Date of birth: 25.06.1997
- Gender: Female
- Nationality: Indian

ACHIEVEMENTS

- Participated in Business Quiz v1.0 organized by PMI Kerala Academic Forum of Saintgits College of Engineering, Kerala 2019
- Business Plan coordinator in SIMTHESIS 11.0 (National Level Management Fest) Conducted by Saintgits Institute of Management, Kerala in 2019.
- Spot Dance coordinator in SIMTHESIS 12.0 (National Level Management Fest) conducted by Saintgits Institute of Management, Kerala in 2020.
- Participated in Business Quiz in Management Fest conducted by Kristu Jayanti College, Bangalore.
- Student member of Travancore Management Association

STRENGTHS

- Effective Collaborator
- Customer Centric Leadership
- Critical Thinker & Creative Mindset

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief



(MEGHA JACOB)