



Sachu Thomas

Sr.Finance Associate

Experience in Accounts Payable and Banking section

ABOUT ME

Post-graduation in

M.B.A (H.R)

Graduation in

B.com (tax)



PERSONAL

DOB: 14 Feb 1995

Status: Married

Sex: Female

Nationality: Indian

Driving Licence: Indian



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ADDRESS

Koottala (H), Puthepally,

Near Royal Palm Villas,
Varapuzha p.o,

Ernakulam-683517



sachuthomasmalikayil@gmail.com

Seeking ahead to work in challenging environment, strive for excellence and secure a position which will enable me to integrate my knowledge skills and provide high level of service at all times.



JOB PROFILE



Conduent Business Services, Kochi -(Accounts payable and Banking team)- Since 22 March 2018 – Until date

- Handled payments, banking activities and worked in more than 20 Entities.
- Prepares Estimation, Intercompany, Debit balance and Direct debit report.
- Process Manual payments, Travel Approval Form Booking, Down payment Booking and other advance booking
- Allocating work to all team members.
- Monitored the work in absence of Team Leader
- Planning and Ensuring Delivery in service level agreements on daily basis.
- Handle queries from service desk and from BU side.
- Prepares sub contract and cash forecast report.
- Attends Client call on the basis of payment and banking request.
- Works as a Trainer and trains all freshers and team members.
- Uploads and input all banking activities after payment activities
- Prepares Daily statement from bank sites for each entity.

Three White Belt Project

- Manual intervention in payment was reduced for advance booking with the help of GIT.
- Helped Transformation team to develop a VBA file for intercompany payment limit cut.
- Helped Transformation team to develop a VBA file for capex report.



SKILLS

SAP
MS Office
MS Outlook
DART



LANGUAGES

English
Hindi
Malayalam

HOBBIES

Travelling
Music
Reading



EDUCATIONAL QUALIFICATIONS

Bachelor of Commerce

Assumption College,
Mahatma Gandhi University, Kerala

Higher Secondary school

St. Joseph's HSS, Kerala

Master of Business Administration

Human Resources
Bharathiar University, Coimbatore

High School

Kristu Jyothi HS, Kerala



DECLARATION

I hereby declare that all the above-mentioned details are true and correct to the best of my knowledge and belief.

Sachu Thomas

Kochi