

# Savitha MK

## Accountant

Focused and reliable accounting professional with 4+ years of experience in Finance and Accounting. With Experience, I have achieved great qualities both in my professional and personal life. I am self-motivated, optimistic, and flexible with the objective of joining the company to provide expertise in the field of Accounts and Finance.



✉ savithamk1989@gmail.com

☎ +918086479490

📍 Ernakulam

## WORK EXPERIENCE

### Accountant

KPT Group

06/2022 - 04/2023

AI Satwa, Dubai

#### Achievements/Tasks

- Manage all accounting transactions
- Handle monthly quarterly, and annual closing
- Reconcile accounts payable
- Ensure timely bank payments

### Senior Associate

Exl Outsource Partners International Pvt Ltd

07/2017 - 04/2021

Kerala, India

#### Achievements/Tasks

- Performing Accounts payable work through ERPs Oracle and BPCS.
- Preparation of daily report of invoices processed, duplicates, and other exceptions.
- Quality Review performed by other junior team members.
- Exception handling - The invoice moved to the exception is reviewed for clearing up and gaining resolution from the vendor and from the client.
- Successfully took part in the spinoff activities of client business and transitioned different processes of the new client area.
- Working in Hold Review Process an exception handling process require high level of ERP and process knowledge.
- Performed in Outstanding check review Analysis.
- Month end Close, Reports Generation and Intercompany reconciliations.
- Preparation of Accrued Liability Report in Weekly and Monthly basis.

## EDUCATION

### Master of Commerce

MG University

### Bachelor of Commerce

MG University

### Higher Secondary Education

Kerala State Board

### Secondary School Leaving Certificate

Kerala State Board

## SKILLS

Tally

MS Excel

PGDCA

Data Entry and Office Automation

Oracle

BPCS

Net Suite

Teamwork

Management

Communication

Problem Solving

## PROFESSIONAL CERTIFICATION

Post Graduate Diploma in Computer Application

Computerized Financial Accounting Using Tally

Data Entry and Office Automation

## ACHIEVEMENTS

### Client CFO appreciation

Exl Outsource Partners International Pvt Ltd

- Received for reducing Client exception and liability during lockdown period and for maintaining it

### Extra Miler Award

Exl Outsource Partners International Pvt Ltd

- Best performance in Q4 2018

### HI 5 Award

Exl Outsource Partners International Pvt Ltd

- Best performance in Qualities and productivities in the process

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

## OTHER DETAILS

Passport No : U8616074