

# Sreeja Mahes Menon

## Accounts Executive

### Contact

#### Address

COCHIN, India 682506

#### Phone

+91 7907304268

#### E-mail

sreejasmenon12@gmail.com

### Skills

Expenses Tracking

Relationship Management

Accounts Payable

Payment Processing

Variance Analysis

Strong Presentation Skills

Master of Business Administration (MBA) in Financial Market Graduate with current experience in Accounts department for the past 10 months and 2 years of experience in Asset Servicing Group. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

### Work History

July 2023 -

Present

#### Accounts Executive

Urogulf Global Services Pvt Ltd, Kochi

- Handled the day to day activities of almost 60 branches all over India and GCC countries.
- Processed invoices and payments against the expenses incurred by all the branches promptly and accurately.
- Maintained accurate record keeping of all financial transactions.
- Ensured compliance with relevant accounting standards and regulations.
- Conducted audits of expense claims and other documents as required.
- Reduced financial discrepancies by accurately managing accounting documentation.
- Prepared and submitted expense reports on behalf of team members.
- Reconciled bank accounts on a monthly basis to ensure accuracy of records.
- Verifying and providing approvals for different sales job completed by the branches.
- Enquiry and follow ups for the check books, debit cards with the bank.

2019-04 –

2023 - 05

#### Financial Analyst

State Street Syntel Services Ltd, Mumbai

- Booking of Cash Flows, Capstocks, STIF & FX through verifying custody report and using bulk upload
- Template for posting the same in application RKS
- Booking of 1 MM Cash Flow and intimating the same to PA/PM on priority
- Prepared SOP of activities done in MCP
- Preparing STIF Tracker data on daily bases
- Maintaining the proper documentation for all the MCP items on investor custodian banks as outlined in policies.

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## Professional Skills

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- Expenses Tracking
- Relationship Management
- Accounts Payable
- Payment Processing
- Variance Analysis
- Strong Presentation Skills

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## Education

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2011-2013

### **MBA: Finance**

*Bombay Stock Exchange Institute Ltd*

GPA: 67

2008-2010

### **Bachelors In Accounting and Finance**

Model College, Mumbai University

GPA: 62

## Personal Information

Date of Birth – 12<sup>th</sup> August 1989

Marital Status - Married

Languages Known – English, Hindi, Malayalam,  
Marathi