

ABHIJITH K S

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Summary

Highly motivated and results-oriented accounting professional with 3+ years of experience exceeding company expectations through efficient and organized work processes. Proven ability to thrive in fast-paced environments and adapt quickly to new challenges, consistently exceeding goals and enhancing the organization's brand.

Skills

- SAP
- Tradeshift
- WCMS
- START
- Oracle RightNow
- MS Office
- Preparing reports

Experience

06/2021 - 04/2024
Conduent Business
Services India LLP.
Kochi, India

Senior Accounting Services Associate

- Accurately processed invoice details into the internal database, ensuring 100% compliance with internal policies.
- Leveraged 3-way matching principles to ensure accurate and efficient invoice processing.
- Managed customer queries and concerns of clients like invoice status, payment details, Monthly reconciled report (Statement of Account), etc
- Collaborated with multiple accounts payable team and successfully assisted them to meet project deadlines
- Developed daily reports
- Communicate effectively with other departments and stakeholders.

10/2020 - 05/2021
I Net Infotech
Kochi, India

Placement Coordinator

- Provided career guidance and job search assistance to students
- Reached out to recruiters and hiring managers at several companies to explore potential job opportunities
- Assist with payroll related tasks
- Entering student data into a database for the purpose of tracking academic progress, attendance, and other relevant information.

Education

03/2018
Kottayam, KL

B.com Finance And Taxation

St. Stephens College, Uzhavoor
Grade: A (8.28)

Association of Chartered Certified Accountants

(ACCA)
Status : Part Qualified(9 Papers Completed)

M.Com

Indira Gandhi National Open University (IGNOU)
Status: Pursuing

Languages

- English
- Malayalam