



SAVITHA MK (ACCOUNTANT)

Career Objective

- Focused and reliable accounting professional with 4+years of experience in Finance and Accounting. Working as a Senior Associate in EXL Services, under a key project for one of the leading Railcar manufacturers in the United States of America.
- With my short-term carrier in EXL, I have achieved great qualities both in my professional and personal life. In my current sint, I handle a team of 5 people and focus on Team Management and Development. I am self-motivated, optimistic, and flexible with the objective of joining the company to provide expertise in the field of Accounts and Finance.

Experience

EXLOUTSOURCE PARTNERS INTERNATIONAL PVT LTD

DESIGNATION: SENIOR ASSOCIATE

Department: Finance& Accounts

Duration: July 2017 to April 2021

DUTIES:

- 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.




DUBAI , UAE



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- 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.

ERNAKULUM MEDICALCENTRE

DESIGNATION: FRONT OFFICE ASSISTANT

Department: Operations

Duration: February 2015 to May 2016

DUTIES:

- Answered telephone and Email enquiries and redirected the calls and email as necessary
- Provide front end reception by greeting client.
- Receiving and processing all incoming and outgoing calls and emails.
- Word processing correspondence, reports and documents when required using Microsoft Word.
- Provide financial function such as banking depositing funds receiving and recoding rental payments.
- Booking and maintaining room facilities for patients.
- Responsible front office administration.

RAJAGIRI HOSPITAL

WARD SECRETARY


Department: Nursing Aid

Duration: June 2016 to November 2016

DUTIES

- Responsible for Nursing aid
- Answered telephone and Email enquiries and redirected the calls and email as necessary
- Provide financial function such as banking depositing funds receiving and recoding rental payments.
- Preparation of Discharge billing.

Educational details

- Master of Commerce (M.Com)-M.G University
 - Bachelor of Commerce (B.Com)- M.G University
 - Plus Two (Intermediate of Commerce) – Kerala State Board
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- Secondary School living Certificate – Kerala State Board

Professional Certification

- Post Graduate Diploma in Computer Application
- Computerized Financial Accounting Using Tally
- Data Entry and Office Automation

Strength & Achievements

- Excellent record in handling Client and Coworkers
- Good Temperament
- Client CFO appreciation received for reducing Client exception and liability during lockdown period and for maintaining it
- Received Extra miler Award to best performance in Q4 2018
- H 15 Award for the best performance in Qualities and productivities in the process

Personal Profile

Full Name	:	SAVITHA M K
Date of Birth	:	27/11/1989
Nationality	:	Indian
Passport No	:	U8616074
Marital Status	:	Single
Languages	:	English, Hindi, Malayalam

Declaration

I hereby declare that all the matters given in my resume are true and correct to the best of my knowledge. I will strictly follow the rules of the organization and sincerely do the job assigned to me.

PLACE: DUBAI

DATE:



SAVITHA M K