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|  |  | **EDUCATION** |
|  | EASTPOINT COLLEGE OF HIGHER EDUCATION 01-12-2012–19-08-2015  MBA (FINANCE AND MARKETING UNIVERSITY OF CALICUT 09-12-2009–26-12-2012  BACHELOR OF COMMERCE (CO-OPERATION) DICA 11-01-2011  DIPLOMA IN COMPUTERISED PROFESSIONAL ACCOUNTING  (JEWAHARLAL NEHRU FOUNDATION) |
| **shahabAS**  Tally ERP 7.2 ,Peachtree  Windows 95 / 98 / 2000 / 2007 /2010 Internet Explorer  ERP applications – Citrix/BC50/OBIQ/FDR  **THORAKKADAN**  **DOB:17/02/1991**  **INDIAN**  **JOB TITLE:**  **FRAUD AND RISK MGT/BPO/FINANCE/**  **OPERATIONS/SCHENGEN VISA EXPERT.**  **LANGUAGE KNOWN**  **ENGLISH**  SPEAK WRITE READ  **SPANISH**  SPEAK WRITE READ  **HINDI**  SPEAK WRITE READ    **https://www.linkedin.com/in/shahabas-bls-593124186**  [**shahabasbls@gmail.com**](mailto:shahabasbls@gmail.com)  **shahabasinfy@gmail.com**  **+966 55 637 8372**  **+916235953900**  **loc.png KERALA,INDIA** |  | **WORK EXPERIEnce** |
|  | EMBASSY OF SPAIN –BLS APRIL 2017–TILL DATE  **OPERATIONS**  (Submission, Documentation ,Acceda,passport handling, Maintaining client relations, Handling shipments, Conducting training programs ) MASH SHIPPING AND LOGISTICS MAY 2016–APRIL2017 JUNIORACCOUNTANT.Accounts payables and receivables handling .Updating related accounts  .Contacting customers for payment enquiry  .Conference with international clients INFOSYS –(BANGALORE)PROCESS EXECUTIVE(BANK CARD CLAIMS) –SUNTRUST-USA  09-02-2015–16-03-2016 AUDITING (FRAUD AND RISK MANAGEMENT). Accurate and timely updating on clients debit and credit. .Accurate and timely reconciliation of all fees and figures relating to each client’s account.  . Maintaining international communication with onshore team  . Checking and updating merchant credit.  **FUNCTIONAL EXPERIENCES**  **ERP applications ;-**  **Tally ERP 7.2**  **Peachtree**  **BC50**  **OBIQ**  **FDR**  **CHANNEL LINK**  **Proficient in Microsoft Office Package-**  **MS Word**  **MS Excel**  **MS Power Point**  **Outlook Express,**  **Windows 95 / 98 / 2000 / 2007 /2010**  **Internet Explorer.** |