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|  |  | **EDUCATION** |
|  | EASTPOINT COLLEGE OF HIGHER EDUCATION01-12-2012–19-08-2015MBA (FINANCE AND MARKETINGUNIVERSITY OF CALICUT09-12-2009–26-12-2012BACHELOR OF COMMERCE (CO-OPERATION)DICA11-01-2011DIPLOMA IN COMPUTERISED PROFESSIONAL ACCOUNTING(JEWAHARLAL NEHRU FOUNDATION) |
| **shahabAS**Tally ERP 7.2 ,PeachtreeWindows 95 / 98 / 2000 / 2007 /2010 Internet ExplorerERP 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****shahabasinfy@gmail.com****+966 55 637 8372** **+916235953900****loc.png KERALA,INDIA** |  | **WORK EXPERIEnce** |
|  | EMBASSY OF SPAIN –BLSAPRIL 2017–TILL DATE**OPERATIONS**(Submission, Documentation ,Acceda,passport handling, Maintaining client relations, Handling shipments, Conducting training programs )MASH SHIPPING AND LOGISTICSMAY 2016–APRIL2017JUNIORACCOUNTANT .Accounts payables and receivables handling.Updating related accounts.Contacting customers for payment enquiry.Conference with international clientsINFOSYS –(BANGALORE)PROCESS EXECUTIVE(BANK CARD CLAIMS) –SUNTRUST-USA 09-02-2015–16-03-2016AUDITING (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.** |