

Shibin N U

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Summary Profile

- 4 years of total industry experience in Financial and Non-Financial domains
- 2+ years of experience in Accounts management
- Currently working as Accounts Associate in Conduent Business Services LLP since February 2018
- Around 2 years of experience in Data Research and Analysis
- Experienced in SAP performing Invoice processing
- Have experience in Oracle RightNow CRM tool for supplier ticket management
- Experienced in handling vendor tickets from multiple countries including Germany, France, Spain etc.
- Master of Business Administration Degree in Finance and Accounting

Skill Set

Accounts: SAP, Tally

CRM Tool: Oracle RightNow

Data: Data Analysis, Data Mining, Lead generation, Lead Enrichment

Others: HTML/HTML5, Visual Basic

Professional Experience

- **Conduent business Services LLP (2018 February - till date)**
Designation: Accounts Associate

Company Profile:

Conduent is the world's largest provider of diversified business process services with leading capabilities in transaction processing, automation, analytics and constituent experience. Conduent work with both government and commercial customers in assisting them to deliver quality services to their customers.

Responsibilities:

Handle tickets raised by global vendors regarding purchase and invoice

Handle high priority and critical vendor tickets and respond through Oracle RightNow

Process invoices raised by vendors using SAP

Process invoices for internal processing using Conduent proprietary tool - DART

- **FullContact India Pvt Ltd (2016 Feb - to 2018 Feb)**
Designation: Data Research Analyst

Company Profile:

FullContact India Pvt Ltd is subsidiary of FullContact Inc. which is a privately held technology company that provides a suite of cloud-based contact management solutions for businesses, developers, and individuals.

Responsibilities:

Analyse client requirement for their potential customer information

Gather, analyse and mine data of subjects under consideration

Process customer data for marketing and sales activities using FullContact internal tool Aquifer

Academic Profile

MBA in Finance and Marketing from Sree Narayana Gurukulam College - 2015

B.Com with Computer Application from Illahia College of Arts and Science - 2013