



JISHA T JOHNSON



+919544456605



[www.linkedin.com/in/ jisha-johnson-262932182](https://www.linkedin.com/in/jisha-johnson-262932182)



jishajohnson97@gmail.com



DOB: 8th March 1997



Thundiyl House, Kollad PO, Kottayam
686004

Summary

Seeking a responsible post with growing opportunities in a reputed company where I can utilize my skills and knowledge. .

Work Experience

- Working as Analyst Operational Procurement at Allianz Services
- Part of P2P Transition for Allianz Business Services
- P2P query handling in terms of first level service desk agent
- Backlog (SNOW) and KPI reporting for SD activity
- Coordinated with internal procurement team till requisition is converted to a PO (Ariba and SAP POs)
- Payment status updated to the stakeholders
- Coordinated with supplier and internal users in terms of vendor documentation and invoice approval
- Ariba Error handling as first level SD
- Interim Account clearing and refund initiation to the supplier in terms of VBR or supplier credit
- KT to new colleagues joining in SD
- Coordination between P2P process with the technical team in terms of technical error/ system error
- Vendor coordination in case of delivery confirmation, invoice clarification and payment issues
- Performed SES or GR activity for the UK region
- Part of Ariba Introduction training team for internal FBS colleagues (Ariba Guided Buying and P2P spend management)
- Approval flow amendment in both SAP and Ariba

Achievements and Responsibility

- SPOC for auditing and compliance as part of the team
- SPOC for engagement activities and participated in various programs for the year 2023
- Head of Registration Committee for Simthesis 12.0, National Level Management Fest 2020
- Secured certificates from Trinity College London for Electronic Keyboard with Merit

Certifications

- Completed SAP MM consultant
- Best Performer Award has been achieved for the month of January 2023.
- Completed E-Office course from Manipal Institute of Computer Education
- Completed Tally ERP9 from Synergy School of Business Skills
- Bloomberg Market Concepts (BMC) certification offered by Bloomberg
- Completed TCS Digital learning on career edge  Completed Introduction to Financial Markets from Indian School of Business
- Completed English for Effective Speaking from The Hong Kong University of Science and Technology

Skills

- SAP MM
- Ariba SAP
- SNOW
- MS Excel, word, PowerPoint
- Interpersonal Communication
- Teamwork
- Reporting

Projects and Internship

- Intern at Bharti Airtel, Chennai for 45 days in the year 2019. Did two projects –calculation of HR cost and induction desk for new employees.
- Project undertaken on the topic “A Study on the relationship Financial stress and Absenteeism at Workplace with respect to Telecom Sector”

Languages Known

- **Malayalam**
Native proficiency
- **English**
Full professional Proficiency
- **Hindi**
Limited working proficiency

Education

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE / CGPA
Master of Business Administration (HR and Finance)	Saintgits Institute of Management, Kottayam	2020	7.6
Bachelor of Commerce (Finance &Taxation)	St. Mary;s College for Women, Thiruvalla	2018	77%

Reference

Mr. Rajeev Kumar
Line Manager
Allianz Services, Trivandrum
Ph: + 91 9497193466

Mr Fasil Naduveetil
SME, Team Lead
Allianz Services, Trivandrum
Ph: + 91 9400930806

Hobbies & Interest

- Dancing
- Travelling
- Singing
- Playing Badminton

Strength

- Adaptability
- Team player
- Determination
- Trustworthy