



LIJIN S

PHONE: +971 50 726 4831 ,+971567197073

EMAIL: lijinshajilee@gmail.com

Flat No# 602
Trio-02 Building
Al Nahdha-02
19 A street , Dubai

A challenging position utilizing the abilities developed through my experience and education that will help in the operations of the Organization. Right now, looking for a Job in an organization company or team that wants top performers who have a track record to prove their ability also where I can utilize my skills, knowledge and experience for the growth of the company.

COMPUTER PROFFICENCY

Microsoft Word
Excel
PowerPoint
Data Entry
Internet

EDUCATION

Bachelor of Business Administration,
SJB College of Management Studies,
Bangalore, India.
Bangalore University- 2019]

PRE-UNIVERSITY COURSE PUC
Govt HSS Anchal West,
Kerala Board- 2016

WORK EXPERIENCE

Accenture Services Private Limited (Accounts Payable)

Nov2019– Dec 2020

Accenture is a Global management consulting, technology services and outsourcing company. Committed to delivering innovation, Accenture collaborates with its client to help them become high performance business.

Responsibilities as a Transaction Processing Associate:

- Vendor Master Data - Responsible for vendor code Creation and Amendments for in SAP.
- People management – Handling 3 region (UK, USA & Germany).
- Resolved queries related to Vendor Master Data.
- Provided help to others in completing their work during high volumes
- Currently the Local Process for Vendor Master Data
- Ensuring and working towards the breaks do not age more than 3days and based on ageing prioritize the breaks to auctioning and resolving.
- Handling the urgent request for making the payment to vendor and Ensuring On time processing of invoices
- Accenture has invented 'Foxtrot' process for Amendments ex: Bank details and contact details (email address & contact Number) Also Foxtrot expert, Certified by Accenture.
- Responding to the Emails based on priority in a timely manner and communicating with internal operational hubs in order to develop the action plan and to find the resolution for pending breaks.
- Achieving stringent daily / weekly and monthly volume targets as defined in the SLA along with providing real time support to queries/escalations from clients.

HOBBIES

Reading
Music
Cooking
Travelling

PERSONAL INFORMATION

Date of Birth: 17/09/1998
Marital status: Unmarried
Gender: Male
Languages Known: English,
Malayalam,
Kannada,
Tamil
Nationality: Indian
Passport No: T8138690
Visa Status: Visit Visa
Visa validity: 14-Feb-2021

- o Daily work allocation and task assignments.
- o Handling client's calls, email, escalations, queries and issues within the team.

CERTIFICATION

Logistics and Aviation 2019-IIAAM Foundation

REFERENCE

K.M Unnikrishnan
Retired Area
Manager of Air india
kmu_nair@yahoo.com
+91 9844083009

SKILLS

- o Ability to shift priorities to adjust to changing business demands.
- o Always trying to achieve the highest level of customer satisfaction.
- o Able to handle problems quickly and efficiently.
- o Ability to work in a fast-paced environment and prioritizes key tasks accordingly.
- o Creating a workplace atmosphere where all employees feel at ease and motivated to work.
- o Good Communication skills
- o Team Work

DECLARATION

I hereby declare that the foregoing information is correct and complete to the best of my knowledge and belief.

Thanking you,
Lijin S