

ARJUN K S

MBA Finance and HR

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Date of Birth: 16/05/1994

Address: Near Al Bassam Center, Flat 101, Deira, Dubai



OBJECTIVE

To be a successful employee in a challenging and demanding workplace and achieve excellence through growth and diligence.

EXPERIENCE

EXL Services Ltd, Kochi

Accounts Payable Associate

2019-2021

- Processing Invoices and Non PO Invoices.
- Reviewing of blocked invoices and handling queries through mails.
- Identifying invoices that are overdue or have not been received
- Work with internal and external customers.
- Processing Urgent payment emails and cheque request with accuracy.
- Assisting Team lead with month end closures.

SKILLS

- Customer Service.
- Work well with a team and as an individual
- Microsoft Office, Word, PowerPoint, Outlook
- Excellent attention to detail
- Ability to multitask
- Excellent written and communication skills
- SAP

EDUCATION QUALIFICATION

RAMS B-School, Ernakulam

2017

MBA in Finance and HR

SNM College, Maliankara

2015

B.Com with Computer Application

SNM HSS, Moothakunnam

2012

Plus Two

H.D.P.Y English Medium School

2010

SSLC

PERSONNEL ACHEIVEMENTS

- NCC Candidate
- NCC 'B' Certificate Holder
- Received award for Drawing in SNM College Youth Festival, 2012.
- Received award for Painting in SNM College Youth Festival, 2013.

LANGUAGES

- English
- Malayalam
- Hindi

HOBBIES

- Debating
- Social Networking
- PC games