

# Midhu Philip

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## CAREER OBJECTIVES

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To acquire a challenging position in a growth oriented organization.

## ACADEMIC CREDENTIALS

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2017	Masters in Business Administration – Karunya University,	80%
2015	Bachelors of Commerce at D B Pampa College, M G University;	77%
2012	H S C at Metropolitan H S S, Kerala HSE;	87%
2010	S S L C, St Anne's G H S S, Changanassery;	80%

## WORK EXPERIENCE

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- **Senior Associate** at Accenture Solutions Pvt. Ltd in Chennai, Tamil Nadu from May 2020
- Client : Lenova
- **Accounts Associate** at Conduent Business Solutions (Formerly known as XEROX) in Cochin, Kerala from September 2017.
- Client: Michelin Tyre Manufacturers.
- Been part of AP control team during the transition period for the client **SITA** from Czech Republic to Noida.
- AMEX bookings, T & E, Month end closing activities and other controlling activities has been implemented during the course of transition.

## JOB DESCRIPTION:

### SERVICE DESK, PAYMENTS AND AP CONTROL

- Handling AP vendor payments on a daily basis and the creation of payment proposal.
- Preparation of overdue analysis and RCA reports on monthly basis.

- Identifying, validating and providing updates to reduce Non-qualities.
- Rectifying quality issues by providing corrective measures to the clients.
- Knowledge in invoice processing.
- Experience in processing travel and expenditure and other employee expenses.
- Mere experience in AP month end closing activities.
- Experience in using Oracle, Dart, Right now, Communicate Now, Hubwoo and OCR systems.
- Providing remittance details to suppliers and clients.
- Resolving issues in delay of payment.
- Back-end activities and support for all legal entities.

#### ACADEMIC ACHIEVEMENTS

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- Diploma in **International Financial Reporting Standards (IFRS)**
- Advanced diploma in Accounts and Finance with Indian Payroll Management Workshop
- College topper for accountancy during Under Graduation.
- Participated in management meet and outbound training - Key to Corporate World, Cochin.
- Attended Management Development program on Option and Option Strategies.
- Won 1st prize in financial quiz at **Hindustan College of Arts and Science, Coimbatore.**
- Worked as an intern at **United Breweries Ltd, Cherthala, Kerala.**
- Project Completed: Carried out study on **Working Capital Management** at **Ray Engineering Ltd., Cochin, Kerala.**

#### EXTRA CURRICULAR ACTIVITIES

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- Have participated in district level drawing competition.
- Have been an active participant in school guide and scout team and NSS during under graduation.
- Coordinator of Arts Club during UG programme

## SOFTWARE SKILLS

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- Business software's: ORACLE, DART, Iron Mountain and Right now.
- Basic knowledge of MS Office.
- Internet Skills

## PERSONAL DOSSIER

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Date of Birth : 26<sup>th</sup> March, 1995

Permanent Address : Darbhail House, Pandanad West PO,  
Chengannur, Alappuzha, Kerala,  
Pin code: 689506

Linguistic Abilities : English, Hindi & Malayalam

## REFERENCES

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- Dr. R. Amudha (Associate Professor in Karunya university business school)  
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Mobile: 9003610305
- Mr. Shyam Kumar S (NSS Higher Secondary School, Karuvatta, Dept. of Commerce)  
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## DECLARATION

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I hereby declare that the above mentioned details are true to best of my knowledge and belief.

MIDHU PHILIP