**Nithya S Kumar**

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**EXECUTIVE SUMMARY**

To work in an organization which provides me the opportunity to improve my skills and gain knowledge to have growth oriented career, where I can contribute my strengths to the organization.

**EDUCATION**

2020 **Imarticus Learning**  **Bangalore, India**

* Certified Investment Banking Operations Professional (In Progress)
  + - Securities and Derivatives
    - End to end Trade life cycle of Listed and OTC products
    - Functioning of Clearing and Settlement systems
    - AML/KYC
    - Asset Management
    - Risk Management

2015 - 2018 **Baldwin Womens Methodist College, Bangalore University**  **Bangalore, India**

Bachelors of Business Administration (85%)

2014 - 2015 **NewHorizonCollegePUCollege**  **Bangalore, India**

* P.U.C (75%)

2013 **HolyCross School**  **Bangalore, India**

* S.S.L.C (80%)

**WORK EXPERIENCE (1 Year and 7 Months)**

Designation: CES Consultant

Company: SAP Concur Technologies LTD

Role:

* Dealing with Audit reports and its payments.
* To validate Invoices submitted by clients within SLA.
* Responsible for processing Invoices in SAP CONCUR tool.
* Verifying the PO Invoice and Non-PO Invoices
* Calibrating updates with Team Members
* Maintaining 100% Quality, Meeting daily targets

**ACHIEVEMENTS**

* Secured A+ Grade in public speaking competition held in Baldwin Women’s Methodist College..
* Best performer in SAP Concur for more than 6 months.
* Best performer in SAP Concur for Quarter 2 in 2019.

**EXTRA CURRICULAR ACTIVITIES**

* Cooking
* Singing
* Video Games