Judith Amirtham

Summary of Qualifications

Judith.yvette@gmail.com Tel: +1 (613) 898 - 7989

Ottawa, Ontario

* Demonstrates excellent interpersonal skills, fostering positive relationships with colleagues and clients
* Consistently meets targets and goals, demonstrating a strong work ethic and dedication to success
* Proficient in various MS Office applications, including Outlook, Word, Excel, and PowerPoint, ensuring efficient data management and presentation capabilities
* Skilled in using Tally ERP9, providing expertise in financial data analysis and reconciliation processes
* Fluent in English and possess a basic understanding of French
* Proven experience as a Payment Reconciliation Specialist, showcasing expertise in financial transactions and ensuring accurate reconciliation

# Work Experience

**BNP Paribas India Solutions Pvt Ltd – Consultant June 2022 – Feb. 2023**

Bangalore, India

## Payment Reconciliation Specialist - Back Office

* Reconciled incoming payments with corresponding records. This involves comparing transaction data, verifying accuracy, identifying discrepancies, and resolving any issues or errors.
* Conducted thorough investigations into payment discrepancies or variances. This includes analyzing financial records, communicating with relevant stakeholders, researching transaction details, and determining the root cause of discrepancies.
* Maintained accurate and up-to-date payment records and reconciliation documentation.
* Worked closely with various internal teams, such as finance, accounts receivable, and customer service, to resolve payment-related issues.
* Evaluated and improved payment reconciliation processes.

**BNP Paribas Global securities Operations Pvt Ltd May 2017 – July 2019**

Chennai, India

 **Middle office administrator - Associate**

* Managed schedules, coordinated meetings and appointments, handled correspondence, and maintained office supplies and equipment.
* Organized and maintained financial records and documents.
* Facilitated effective communication with clients and vendors.
* Assisted with budget monitoring, tracking invoices and payments, and reconciling financial records.
* Maintained compliance by ensuring proper documentation, following data protection guidelines, and supporting internal audits or reviews as required.

**SPI Global Technologies Pvt Ltd June 2016 – Feb. 2017**

Pondicherry

## Execute Trainee

* Executive Trainee specializing in project management.
* Acquired valuable experience in overseeing multifunctional teams essential for project deliverables.
* Engaged in effective client communication, addressing project specifications through live chats and email correspondences.
* Committed to delivering high-quality project outcomes within agreed-upon timelines and budgetary constraints.

EDUCATION

## B.Com April 2014

## Pondicherry, India

## MBA (International Business)/Finance and Marketing May 2016

University Pondicherry, Kalapet, India

# CERTIFICATES

Business Computer Application 2023

Standard First Aid and CPR Certificate 2023