



Amalu Elizabeth

Date of birth: 06/10/1991 | **Nationality:** Indian | **Gender:** Female |

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ABOUT ME

I am an 8-years experienced business administration postgraduate, eager to leverage my knowledge in the field of administration to contribute effectively in a dynamic environment. I am committed to continuous learning and professional development and excited to take on new challenges and opportunities in the field of administration with a focus on advancing my career. I am experienced in administration activities, immigration assistance, UK Payroll, client billing, accounts payable and reconciliations for various international clients and currently working as a Senior WIP and Disbursement coordinator. I am confident and competent in billing, reconciliation processing and client management. I am sporty, like to read books, hear music and I want to explore the world.

WORK EXPERIENCE

04/11/2022 – CURRENT Kochi, India

**SENIOR WIP AND DISBURSEMENT COORDINATOR FRAGOMEN INDIA PVT LTD,
KOCHI**

- Establish proper control over all receipts and payments to ensure sound financial management practices
- Review and clear the WIP from Connect and Elite-3E
- Manage billing of services for firmwide offices
- Identify disbursement errors, missing costs, and unapproved bills and keep the WIP clean to avoid clutters with aged cases
- Work with legal teams, billing team, and AP to resolve billing and invoicing issues
- Provide reporting and analytics to shareholders - internal and external, on a periodic basis
- Identify and purge forex, zero balance, Hard cost paid and billed, and cases in progress
- Review CWA/Non-CWA checks

09/12/2019 – 03/11/2022 Kochi, India

**BUSINESS IMMIGRATION ANALYST FRAGOMEN INDIA PVT LTD,
KOCHI**

- Assisted in delivering short-term projects based on the request of the clients
- Obtained necessary documents from the relevant corporate functions and local offices
- Drafted and reviewed petitions under minimal supervision
- Raised billing requests for the petition-based tickets in the company-based tools for month and weekly-based invoicing
- Prepared and maintained a repository of all petitions-related data inside the company-specific tools
- Executed RCAs for the feedback raised from the client side on a weekly basis

01/08/2015 – 01/06/2018 Kochi, India

**PAYROLL ASSOCIATE NGA HUMAN RESOURCES,
KOCHI**

- Managed payroll inputs, processes, submissions, and audits for timely payment of weekly, bi-weekly, and monthly employees
- Identified, investigated, and resolved discrepancies
- Managed expensive payroll files on new starters, leavers, holidays, and statutory payments
- Calculation of sickness payments, back pay, Same Day Payments (SDP), and BACS
- Processed court orders, P45 and P46s

- Handled calls for UK Payroll, benefits, absence management, and HR admin
- Supported payroll team and benefits team
- Documentation and validation of medical certificate of employees
- Approved sick, maternity, and other leaves
- Reported issues related to Payroll

EDUCATION AND TRAINING

23/08/2012 – 09/03/2014 Kottayam, India
MBA Mahatma Gandhi University

Website <https://www.mgu.ac.in/>

27/03/2009 – 31/07/2012 Thiruvananthapuram, India
BACHELOR OF COMMERCE Kerala University

Website <https://www.keralauniversity.ac.in/>

2007-2009 Arthunkal, Cherthala
XII -St. Francis Assisi Higher Secondary School

<https://www.arthunkalbasilica.com/institution>

2006-2007 Cherthala

SSLC - St. Mary's Girls High School.

LANGUAGE SKILLS

Mother tongue(s): MALAYALAM

Other language(s): HINDI | TAMIL

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C1 | C1 | C1 | C1 | C1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Computer Proficiency | HRIM | Payroll | Billing Application | Microsoft Office | Google Docs |
Zoom | Good listener and communicator | Oracle Peoplesoft HRMS 9.1 | Resourcelink | Outlook |
Connect and Elite Systems