

RESUME

ABDUL HABEEB MOHAMMED

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ASPIRING ACCOUNTS/FINANCE PROFESSIONAL

To secure a challenging position where I get an opportunity to utilize my talents and to implement my creative ideas in an organization where there is ample scope of growth in an organizational as well as individual development.

Professional EXPERIENCE:

- Working as consultant (MDM (finance department) in Accolite Digital India Pvt Ltd. From 02-Feb-2022.
- Worked as process developer in Genpact India private ltd. from 07-Jan-2019 to 01-Feb-2022.
- Worked as Subject matter expert in Techno soft global services. from 28-Dec-2016 to 27-Feb-2018.
- Worked as Transaction associate in Accenture Services Pvt. Ltd from 31-Jul-2015 to 26-Dec-2016.

Responsibilities:

- MDM/Creating supplier and customer ID and sites in Oracle fusion/Swift and updating their details like bank account.
- Updating new joiner's job name and Department/Service line according to employees' primary skills and skill mapping sheet so that their profile get pics for integration program and get access to Swift.
- Reviewing integration employee load notification report and working on it if required action.
- Coordinating with PMO team, HR team and Technical team regarding resource/employee integration and access.(so that PMO team assign resource to projects)
- Resolving and assigning Oracle Swift Tickets/Help Desk Tickets.
- Vendor account reconciliation working on Debit balance/overpayments/ Duplicate payments to suppliers. (If vendor account is in net Debit position)
- PO, 2way, 3way and Non PO invoice processing Via SAP and Oracle Fusion/Swift.
- Ensuring all invoices are properly coded and approved and accurately and efficiently processing them into the accounting system for timely payment.
- Processing invoices, credit notes and Travel and Expenses. (T&E). routing for approvals.
- Providing first line support via phone or email, with advice and guidance to internal users on all related PO procedures, invoice and payment status.
- Validating vendor statements and inquiries, investigating discrepancies, communicating with vendors and internal personnel to ensure completeness of transactions.
- Working with the procurement team to streamline processes, reduce errors and increase productivity through issue identification and utilization of best-practices.

INTERNAL

- Monitoring requisition for PO purchases, recommend changes to requestors and/or route to appropriate buyer/ approver.
- Manual payments to vendors through an internal tool.
- Working with finance to execute buyer requests to add or change supplier data.
- Monitoring usage of the P2P system and provide corrective action to resolve training and compliance shortfalls.
- Providing system training to internal users/business.
- Exceptions handling. (Working on invoice and Purchase order issues (holds managing) and posting/processing PO and Non-PO invoice for payment.
- Supporting procurement team and worked with procurement support desk team in resolving issues and training end users on how to place orders from tool, taking in bound calls.
- Assisting business on how to raise change order, how to receipt goods via tool (GRN) and advising on how to submit employee expense report. (Advising business Via WebEx)
- Sending notifications. And outbound calls to resolve issues and to assist business.
- Verification of Bill supported documents and cross verify with Purchase Order.
- Working on GRIR.

Responsibilities: in Accenture Services Pvt. Ltd

- Worked as Process associate in Accenture Services Pvt. Ltd from July 31st, 2015, to December 26th2016. (Accounts payable department)
- Processing PO based Non-PO based invoices and credit notes.
- Sorting and submitting for approval.
- E Billing and sending notifications to vendors.
- Exceptions handling for critical vendors and communicating with business and resolving.

ACADEMIC PROFILE:

- MBA (Finance) from Alluri institute of management sciences, Kakatiya University. Warangal. 2013.
- B.Com (Computer's) From MahboobiaPanjetan Degree College, Warangal. 2010.
- Intermediate from MahboobiaPanjetan Junior College, Warangal.2007.
- S.S.C from Pradeep High School, Warangal.2003.

Project:

- **Academic project Title:** project report on '**Portfolio Management**' in Relegare Securities at Warangal.

TECHNICAL SKILLS:

- Operating System : Window, DOS Ms-Dos
- Other Packages : Ms Office, Browsing
- Accounting packages : SAP For Accounts payables, Oracle
Fusion accounts payable, Tally and Netsuite, perceptive

INTERNAL

Key Skills:

- Knowledge of accounts and finance.
- Dedication.
- Flexibility and ability to adapt.
- Ability to think analytically.
- Quick learning and continuously learning and improving.

PERSONAL PROFILE:

Name	:	MOHAMMAD. ABDUL HABEEB
Father's Name	:	Mohammad Abdul Samad
Date of Birth	:	12-03-1987
Gender	:	Male
Nationality	:	Indian
Religion	:	Muslim
Marital Status	:	Married
Languages Known	:	English, Hindi, Telugu & Urdu
Hobbies	:	Listening to Music, Playing Cricket

In the interest of securing employment in your well-known organization, I am herewith submitting my resume exposing my challenging professional career; it will be highly appreciated to serve your organization.

I appreciate your time and consideration, hoping for your favorable reply.

DECLARATION:

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

Place:

Yours Sincerely,

Date:

(Mohammed Abdul Habeeb)

INTERNAL