

RESUME

Sabiha Begum Ali
D/o. Mir Mohsin Ali
FlatNumber:404,4th Floor
Yaseen Towers, Noon Khan Bazaar
Old City
Hyderabad - 500027

Email: ali.sabiha786@gmail.com
Mob: 91+ 9502997734

Objective

To pursue a challenging career in an esteemed organization that gives me a scope to apply knowledge and skills, to be a part of the team that dynamically works towards the organization and thereby gain satisfaction in all aspects in the process.

Professional Experience

- Overall 10 years of experience with Top level MNC's
- Presently working as **Acting Team Lead** at **Accenture** from February 2018 – till date (Raheja Mindspace), Hyderabad
- Earlier worked as **Process Associate** at **Genpact** June 2015 to February 2018 (Pocharam), Secunderabad
- Earlier worked as **Finance Associate** at **Deloitte** April 2014 to April 2015 (Raheja Mindspace), Hyderabad
- Earlier worked as **Medical Billing Associate** at **Nations Wide Solutions** June 2013 to March 214 (Banjara Hills), Hyderabad

Academic Qualification

- Pursued graduation (B. Com, 2010 - 2013) from St. Ann's Degree College, Hyderabad with 86%
- Pursued Board of Intermediate Education (CEC, 2008 - 2010) from St. Ann's Junior College, Secunderabad with 89%
- Pursued Board of Secondary Education (SSC - 2008) from St. Ann's High School, Secunderabad with 64%

Technical Skills:

Operating System	Windows XP & higher versions
Microsoft Tools	MS Office (Word, Excel, PowerPoint)
Accounting Packages	SAP BW/FICO Oracle (Accounts Payable and Accounts Receivable) Tally software (ERP 9)

Have good working knowledge in SAP FICO and Oracle ERP (AP and AR)
SAP- BW/FI for retrieving the employee data and firm financials to prepare the reports. Use
Essbase to retrieve the data for planning and Analysis. Work on, edit and record Macros.

Synopsis

Young, energetic and result oriented professional with experience and expertise in :
Financial Planning
Team handling
Reporting
Well-versed in handling client requirements
Highly ethical
Trustworthy and discreet
Good communication and collaboration skills

Adept at learning new concepts, working well under high pressure Decision making skills with a positive approach

Job Profile in Accenture (GDO Project) Team Lead

Currently working as **Team Lead** role in Accenture (Google Project)

Have handled 30 people of batch

Worked on approving time sheet for team

Have take responsibility of sending score card to employees

Supported team and have recognised award to best performer in team

Closely worked on in exit formalities for employees who have left the organization

Have taken responsibility for cab roster, leave approvals for team

Have gained good knowledge on on-boarding and off-boarding process

Have helped in exit formalities for employees

Job Profile in Accenture (Facebook Project) Quality Analyst

Working on clients advertisement on different queues.

Closely Worked on different queues by approving and rejecting advertisement based on the policies.

Closely Worked on Shift and EOD Reports.

Closely Worked on Shrinkage Report.

Closely Worked WBR and MBR Report

Have trained new joiners.

Closely Worked assigning tasks equally among team members.

Resolved many queries on difficult tasks among team members.

Maintained 100% accuracy and quality in all the task queues, and also gave accurate response to the client.

Prepared PKT

Worked on BQ, quality dashboard, error trends reports

Job Profile in Genpact (Accounts Payable)

Processing invoices in SAP ERP like Sort, Code and match invoices. Later upload invoices into system and setup invoices for payment

Understands customer's policies and adapt.

Resolve the exceptions while pre and post processing

Performing audits in accordance with customer's policies and procedures.

Provide supporting documentation for audits

Understand the priority requests from customer and take necessary action.

Prepare and process electronic transfers and payments
Monitor accounts to ensure payments are up to date
Research and resolve invoice discrepancies and issues
Correspond with vendors and respond to inquiries
Closely working with business leadership team to get the issue resolved and payments done on time Follow the close calendar and perform the close activities as pre-defined.
Support team priorities and initiatives and effectively manage workload.
Creating a new report on the requirement of business and responding to business mails
Closely worked on Returned check and workflows
Creating MIR5 report for base line date audit and Creating M block report to remove blocks. Have trained new joiners and prepared Assignments to new hires.

Job Profile in Deloitte (Accounts Receivable)

Processing Invoices in SAP-FIFO ERP
Creation of Discount change reports for Tax function
Creation of new Reports on request and need of the business and client both Providing Financial Reporting for Tax Functions

Achievements

- Rewarded many Awards for processing more than 300 + invoices in a single day in **Genpact**.
- Best Appreciation from Business Head for successful compilation of **New Go Life** project in **Genpact**.
- Received Appreciation from Business Head for automating existing reports by adding macros and formulae to make it time efficient, hence creating availability for new activities in **Deloitte**. • Gained knowledge of good Excel sheet, formulas and shot cuts of Excel sheet
- Gained knowledge on excel and email writing skills in **Accenture**.
- Got promoted from Associate level to **Platform Experience Analyst** in **Accenture**.
- Got promoted from Analyst to **Quality Analyst** in **Accenture**.
- Got promoted from Quality Analyst to **Team Lead** in **Accenture**

Certifications & Trainings

- Trained on Personality Development, Project Management Skills and Organization Business Growth from Deloitte & Genpact
- Trained on Excel formulas and email writing in Accenture.
- Certified **Emerging Leaders Program** for Team Lead in **Accenture**

Personal Details

Name	Sabiha Begum Ali
Father Name	Mir Mohsin Ali
DOB	26 th February 1990
Marital Status	Unmarried
Nationality	Indian
Languages Known	English, Hindi and Urdu