Nadeem

[Nadeem.289344@2freemail.com](mailto:Nadeem.289344@2freemail.com)

Process Analyst

# PROFILE

## 

5+yearsof experiencein AccountingasProcessAnalyst

Expertise journal entries, sourcingandgeneratingofreports

Expertise in Advanced Excel and good in VBA

Firstpointofcontactinhandlingissues,Teamplayerwithstronganalyticalandleadershipskillskeepingself-updatedonlatesttechnicsthroughself-learning,peerdiscussions,andtrainings.

Ability inhandlingmultiplepriorities,witha biasforactionandagenuineinterestin professionaldevelopment

# EDUCATION

2007–2010 BachelorsofCommerce(Finance)fromBangalore University

2005–2007 PU from Karnataka PU Board

2002–2003 S.S.L.CfromBoardofSecondaryEducation

# WORKEXPERIENCE

Oct2012–Feb2016

Process Analyst

* GR,IRandclearingMRBRblocks inSAP called as RBlocks
* Scanningthe invoicesentbyrequestor.
* Indexing the invoice as perPO,Creditmemobasedandverifying allthemandatory details inSAP.
* Verifying if theinvoice isduplicate.
* Process the invoice by3wayand 2 way Match concept.
* Working ongenericmailboxforthequerymanagement.
* Reversalandcorrectionprocessasperstandardprocess.
* Working withurgentandhigh priorityinvoiceswithquick response.
* Providedupdatestoteamandsupported teamforimprovement.
* Coordinatingwithclients on dailybasis tofulfilalltheclientrequirements.
* Crossingtrainingnewjoiners.
* Interactingwith the requestor’sandvendor’stomatchthevendorinvoiceswiththepurchaseordersandtoclearpaymentrelatedqueries,etc.viaEmail/telephone.
* Advance payments and partial payments to Vendors
* Accrual postings
* Reconciliation—Vendor reconciliation, GRIR and Pcards.
* Toclearing alltheissuesrelatedtopurchaseorderand thevalidinvoicesfrom the vendor.
* Taking and Making calls to the clients for handling issues

### Cognizant Global Services Pvt. Ltd.,

Oct2011–Oct2012

## Sr. Process Associate

* Vendor creation and Reconciliations
* Responsibleforquality check &thetaskdonebyteammembers ondailybasis
* Coordinatingwithcommoditymanagersandrequester in ordertofulfilthe requestforthe client
* Performingquality checkofPO’screatedby the teammembers.
* PreparingandPublishingproductivity reporttotheteam on dailybasis.
* Worked in multipleProcesses on thebasisofbusiness requirement.
* Assisting the teammembers onallkind ofprocess relatedissuesandhelpingthem tocompletetheirtasksontime
* PreparingandPublishingproductivity reporttotheteam on dailybasis.
* Preparing teamScore card on monthlyBasis.
* UpdatingtheOpex.And teamhurdleBoard ondaily andhourlybasis.

### Siemens Technology and Services Pvt. Ltd.,

Jul 2010-Aug2011

Process Executive

* Processing Invoices
* PO reconciliations
* Interactingwith thePurchasedepartment,requestor’sandvendor’stoclearpaymentrelatedqueries,etc.viaEmail/telephone

**SyedaBuja& Co**

Accounts Assistant(Core Accounting)

* Passing Journals using Tally
* Bank reconciliation system
* Preparing P/L Account
* Calculating Tax
* Business statements as on required

# TOOLSUSED

* + MicrosoftAccessforRecordmaintenance
  + MS-Office(Word,Excel,PowerPoint)
  + SAPERP End User–Aboveallactivitiesarebeingperformed through SAP.

# &RECOGNITION

* + REWARDSReceived 3 times “**Numero Uno”** (Monthly) Award for Best Performance.
  + Received **“Good Samaritan”** (Quarterly) Award for Best Performance.
  + Received **“Culture Spot”** Award for Best Performance.
  + Star performance awards. (CP points).
  + Received many appreciations from the Customers internally and externally.
  + Received best idea award which help the process to go smooth. (CP Points)
  + Received Appreciation from on shore TL handling the process effectively.
  + Received appreciations from the client for level of accurate and error free service.

Ihereby declare thattheaboveparticulararetrue and correcttothe best ofknowledgeandbelief.

### Date:

**Place: Bangalore** (**Nadeem)**