Name: Mohamed

[Mohamed.360820@2freemail.com](mailto:Mohamed.360820@2freemail.com)

Date of birth: 06/11/1994 Sex: Male

Religion: Islam

Nationality: Indian

Language Known: Tamil, English (both written and oral)

Marital Status: Single

Current Location: Sharjah

Visa status: Visit visa till July 5th.

CURRICULUM VITAE

**Career objective**

To seek the challenging assignment and responsibility, where there is space to prove my efficient skills which in turn provides more opportunity for growth and career advancement benefiting the development of organisation.

**Academic**

* **B.com (corporate secretaryship)** from **The New College**.(2012-2015)
* **HSC** from **Nasrul School**. (2011-2012)
* **SSLC** from **Nasrul School**. (2009-2010)

**Personal qualities**

* Passion towards initiating and facilitating continuous improvement.
* Excellent leadership and managerial skills.
* Integrity, initiative and focus towards the work.
* Efficient typing skill.
* Excellent communication skills in written and verbal.
* Adaptability
* Reliability.
* Planning and organising.

**Computer Knowledge**

* Well versed in usage of MS office (MS word, excel , PowerPoint)
* SRM (Supplier relationship management) and SAP financial tools.

**Employer**

**TATA Consultancy Services (Ltd)** India from June 2015 to January 2017.

**Client**: National Grid

**Designation**: Finance analyst

**Department**: Accounts payable (invoice processing)

**Career summary**

* Expert in account management in accounts payable.
* Proficient in managing query resolution for both the internal business users and external suppliers.
* Efficient in working as an individual and in a group to produce best results.

**key responsibilities handled**

* Preparation of Daily productivity report to maintain the SLA of the organisation.
* Work allocation.
* Ensure invoices are processed within the guidelines.
* Auditing of processed invoices to ensure correct input of data before payment run.
* Analysing and processing the invoice for payment through SRM.
* Manage invoice related queries through emails and calls with The UK client.
* Monitoring the team members and ensure zero pending of work with 100% accuracy.
* Ensure the month End closure is completed within the allocated deadline.
* Maintain good audit compliance & controls.

**Achievements**

* Appreciated for completing the team task and for maintaining zero pending every day.
* Appreciated for resolving the aged invoice queries.
* Appreciated for training new associates within a week span.
* Rewarded as best organizer of program like Team outing and fun activities.
* Rewarded for work done in Business continuity plan during the critical time of Chennai flood.