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| **Sabir** **E-mail ID:** **sabir.381646@2freemail.com**  |

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**CAREER OBJECTIVES:**

To work in challenging position in a reputed organization with an opportunity to apply and refine management, analytical and problem-solving skills while working towards achieving personnel and organizational objectives.

**SUMMARY:**

* A talented, efficient and result oriented professional with 2.8 years of experience in Accounts payable and Logistics advances.
* Top performer in both previous company.
* Accounts Payables experience on SAP Software and Logistics experience on Bazooka software.
* Trained on SAP FI/CO: FI- Enterprise structure, GL, AP, AR and Asset Accounting.
* Skilled in book keeping and preparing statistical and financial report.
* Possess strong analytical and problem-solving skills, with the ability to make well tough out decisions.
* Team Player with a positive attitude.
* Excellent interpersonal and communication skills.
* Possess good command in Excel.
* Team player with positive attitude.

**WORK EXPERIENCE:**

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| **NAME OF THE COMPANY** | **POSITION** | **DURATION** |
| Continuserve Softech India Pvt Ltd | Process Associate F&A | 26 Dec 2017 to 22 Jun 2018 |
| Capgemini | Process Associate F&A | 25 Oct 2015 to 18 Dec 2017 |
| Hamleys Brand Store (Bangalore) | CCA | Jan 2016 to Jun 2016 |
| Fanooz Restaurant & Banquet Hall | Steward | May 2012 to Sep 2012 |

**Continuserve Softech India Pvt Ltd:**

Client : Coyote Logistics.

Environment : Bazooka Software.

Role : Process Associate.

Duration : 26th Dec to 22nd June 2018.

Coyote Logistics is one of the fastest growing Logistics broker currently running their business in US and Canada. Recently they are in the process of increasing their business to European countries as well.

* Joined as **“Process Associate”** in **ContinuServe Softech India Pvt. Ltd.** (Bangalore) India from December 26th to till date.

**ROLES AND RESPONSIBILITIES as an Accountant**:

* Preparing the journal entries.
* Bank Payment Vouchers (BPV).
* Vendor bank payment and payable of accounts.
* Prepare Payment Certificate documents.
* Preparation of supplier’s cheques.
* Petty cash entries.
* Preparation of Bank Reconciliation statement.
* Assisting senior Accountant in Preparation of Books of Accounts.
* Issuing Lumper and Fuel advances with 10 minutes of TAT and Final Payments to vendor.
* Invoice processing/Vouchering.
* Handling both internal and external queries related to payment status.
* Issuing advances through T-check codes, COM-Check and EFS card.

**Key-Responsibility:**

* Strictly maintaining TAT of 10 minutes.
* Providing inflow details to Team leads.
* Providing Productivity report to the Management.
* Self-allocation and holding responsibility of completion of task within time.
* Maintaining 100% accuracy as no time for separate audit.

**CAPGEMINI Technology services, Bangalore:**

Client : Honeywell

Environment : SAP ECC 6.0

Role : Process Associate Finance & Accounts.

Duration : 25th Oct 2015 to 18th Dec 2017

* Joined as **“Trainee Associate”** in **Capgemini Business Service Pvt. Ltd.** (Bangalore) India, from October 2015 to October 2016.
* Entering PO and Non-PO based invoice and Credit note processing, including Utility invoices in SAP.
* Processing Multiple PO Complex invoices.
* Promoted as “**Process Associate**” in **Capgemini Business Service Pvt. Ltd.** (Bangalore) India and served from October 2016 to 18th December 2017.
* Processing Error Resolution Invoices.
* Supporting Helpdesk team to process the urgent overdue invoices.
* Supporting Generic Mail Box Team in rectifying the wrongly posted invoices.
* Responsible for auditing various Queues (E.g. Pre-Audit, CCA audit, Status movement Audit)
* Sending status report to the Management and Team members on hourly basis.
* SME (Subject Matter expert) in process.
* Provide ideas to improve the accuracy of team.

**Key-Responsibility**

* Allocation of pending volume to team.
* Training of new joiners and holding responsibility for their accuracy
* Problem solving of team members and supporting them to finish their allocation on time.

**ACHIEVEMENTS:**

* Received Multiple times **“Monthly awards”** from the Management for the best performance.
* Received **“Soaring Eagle 2 times”** &**Certificate of Excellence** – for exemplary performance.
* Received “**Special Certificate**” for extra effort during year end.
* Highly praised by the Management and Client for consistently meeting deadlines.
* Certificate of **Academic Excellence** in Class 12 from Deputy Commissioner of Hailakandi, Assam.

**EXTRA CURRICULUM ACTIVITIES:**

* Won 1st position in Badminton many times.
* Won 1st position many times in Football inter-house competition.
* Participated in Mathematics Olympiad.
* Worked as Guide Commander and represented many parades for school and won 1st position twice in school level also worked as a house captain for two years**.**

**EDUCATIONAL QUALIFICATION:**

* Graduation in **B.com** from Osmania University with **65.45%** marks.
* Class XII in **Commerce** from Jawahar Navodaya Vidyalaya under CBSE board with **85.2%**marks.

**AREAS OF EXPERTISE:**

* Processing invoices in **SAP**.
* Issuing Advances in **Bazooka** Software
* Quality Check (Audit)
* SAP, Bazooka, MS Office (Word, Excel), Windows 98/2000/2003/2007.

**TECHNICAL QUALIFICATION:**

* **Tally ERP9** from NIIT, Basheerbhag (Hyderabad)
* **SAP FI/CO** training for 3 months course.
* **M.S Office** from NIT, Mehdipatnam (Hyderabad)

**PERSONAL VITAE**

Hobbies : Playing Cricket, Chess& listening to Music

Languages Known : English, Hindi, Urdu, Bengali & Assamese.

Nationality : Indian

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| **DECLARATION** |

I declare that the above facts given by me are true to the best of my knowledge and belief.