

RESUME

S.B.Asifa

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Career Objective

To seek challenging career in the organization, enhancing abilities in technical grounds and develop inter-communication skills, confidence which could be used for the organizational and personal growth.

Educational Qualifications

- MBA (Finance & HR) from JNT University
- BBM from SK University
- Intermediate from Board Intermediate Education
- S.S.C from Board of Secondary Education

Strengths

- Dedication & Commitment
- Hardworking and Team player
- Self confidence
- Adaptable to changes
- Well adaptive towards corporate culture and Behavior and ability to work under pressure.

Technical Skills

- BPO Certified : Accounts Payable
- Microsoft Office.
- Microsoft Excel (Basic, Advance and Macros)
- Knowledge in application of financial tools (GFS)
- SAP ERP7.5(FICO)

Achievements

- Participated in national level management meet in EAIMS College, Tirupathi.
- Awarded with raising star for consistently maintain good quality and performance.
- Received Appreciation for best Performance.
- Received Spot and Ramp Awards for Best performer in the process.
- Cross-trained the associates in the existing process.
- Team Award for Good and Continuous 100% production & Quality.
- Received Rising Star Award from client.

Job Profile

- Company Name : **IBM India Pvt Ltd**
- Client : **DOW Chemicals**
- Role : **Senior Practitioner**
- Duration : **December 2016 to Till Date**

Highlights of Experience

Processing PO and Non- PO invoices Handling discrepancy invoices, queries, Quality check activities. And handling mails to resolve vendor queries.

Responsibilities in the project:

- We are exposure in SAP ERP environment
- Handling 3-way 2-way match invoices
- We are dealing with all accounts payable invoices like purchase order, non-purchase order, credit note
- handling with discrepancy invoices and quarries of the team
- Finding the duplicates and set as absolute
- We are handling Quality check activities
- Auditing the invoices and removing the blocks (Z block and R block), pushing for payment

- Handling functional mail boxes and solving the vendor queries
- Handling the critical invoices like PBR and retention invoices
- We are checking on E-mails on daily basis
- Coordinating with the helpdesk team and getting escalated mails resolves
- Allocation of invoice. Creation of purchase requisition of goods receipt note by using Ariba tool (RTV)
- Processing of Employee & Vendor related bills

Job Profile

- Company Name : **Infosys BPO Limited**
- Client : **CHUBB**
- Role : **Senior Process Associate**
- Duration : **April 2014 - December 21st**

Highlights of Experience

- Experience in Handling Payments.
- Resolving the GFS queries of underwriters. Invoice processing verifying and posting the process data. Help of EFT, Wire, ACH, posting the payments.

Responsibilities in the project:

- Coordinating with helpdesk, GR team, query team and payments team to ensure to pay to vendors within the due dates.
- Raising the tickets using outlook.
- Checking and responding to the E-mails.
- Verification of the 2 Way match (Non-PO) and 3 Way match (PO) Invoices, Logistics invoices and Passing Rectification Entries.
- Preparing & Presenting the Quality/Verification Report to the management on Daily, Weekly and Monthly Basis.
- Audit report and productivity.
- Good Repo with the Clients.
- Preparation of Various Report (GFS, Quality Reports, Service Unit Report,

Multinational Report)

- Training New Joiners, Process certification and conduct monthly process knowledge test
- Resolving the user queries and assisting the new users
- Quality check for processed cases.
- Ensure TAT with 100% quality.
- Circulating reports to the clients.

Certifications

- T-100 domain certification.
- Train the trainer certification.
- Training new joiners and Certifying.
- Certification in accounting Process (AP)
- Accounting Fundamentals (Basics of accounting)
- Milestone 2.0.
- Yellow Belt (YB Training).
- Cultural Sensitivity
- Presentation Skills

Personal data

DOB : 19th June 1990

Gender : Female

Nationality: Indian

Languages: English, Hindi, Telugu, Kanada

Hobbies : Listening to Music, Cooking, Reading Books.

Address : HNO:2/223,S.S.Mill,
Vinayaka Nagar, Kirikera,
Hindupur [M], Anantapur[Dt]

Andhra Pradesh -515211

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bangalore

Date:

(S.B.ASIFA)