**CURRICULUM VITAE**

**NAYEEM M SHAIKH**

**Shampura R.T Nagar Post**

**Bangalore -32**

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**OBJECTIVE**

To work with dedication and sincerity to achieve objective of the company with my highest

Potential and to promote my ambitious dreams in a dynamic environment that expands my

Knowledge…

**WORK EXPERIENCE**

Organization: **DXC Technologies (Hewett Packard Enterprises),** Bangalore

Designation: Financial Associate.

Period of employment: 6th Jun’18 to 30th Apr’2020

**Roles and responsibilities:**

* Responsible for handling requests from the AP Operations team regards to the

Remit, payment details, invoice related queries.

* Understanding the requests, research/obtain the requirement contact details from

SAP system, handling call &e-mail the vendor to get the remit, invoice details required

By the AP operations team.

* Handling inbound calls.
* Resolve the customer query with in the TAT.
* Received appreciation award from the Manager.
* Account payable processing Experience in FI (NON-PO) and MM (PO) invoices.
* Processing credit notes and Debit memos including discount and devolution CRs.
* Processing critical invoices like electronic invoices, danfe invoices and conditional

postings.

* Handling Latin America markets for invoice processing.
* Attending query mails and action them.
* Achieve high process efficiency and accuracy.
* Attending DMS call on daily basis and reporting about the daily volumes.
* Production planning for daily basis with the team members.
* Training up for new joiners in the team.
* Handling reversal and corrections in the team.
* Handling verification for 100K to 500K invoices to avoid defective payments.
* Analyzing and reporting to the management regarding reversal and correction, posting

errors.

* Validation of withholding taxes.
* Processing Spanish and Portugal language invoices
* Receive consistence performance award from the client.
* Preparing necessary reports.

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| **EDUCATION** |

* Completed graduation BCA 2016

**COMPUTER SKILLS**

* Windows-MSoffice (Word, Excel, PowerPoint)
* C, C++ and Java

**PROFESSIONAL QUALIFICATION/TRAINNING**

Completed Certification in Aviation & Hospitality from “FLEDGE INSTITUTE OF AVIATION

& HOSPITALITY

Trained in such as:

* Greeting customers in a polite manner when they board flight and at the end of their journey
* To provide complete information about the safety measures in case of emergency situations during flights.
* Maintain integrity & confidentiality of guest at all time.
* Perform well under pressure, successfully prioritize tasks and accomplish them in time.
* Maintaining high on-board standards and also Coordination with other team members.
* To provide outstanding customer service.
* Continually improve the service & update passenger profile.
* Catering requirements according to customer’s preference.
* Monitoring the cleanliness and safety points in the plane before allowing entry to prior.

**HOBBIES**

* Listing music
* Traveling,
* Cooking
* Playing games
* Dancing
* Within allotted time.

**STRENGHTS:**

* Working for results with dedication and determination.
* Determined to accomplish a give specific task with positive attitude.
* Quick learner.
* Able to complete the work within allotted time.

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I hereby declare that all the data are true and correct to the best of my knowledge.

**Place: Bangalore**

**Date:**

**(Nayeem Shaikh)**