



ZEESHAN AHMAD

Nationality: Indian
DOB: 13th May- 1997
Gender: Male

CONTACT

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189, 2 B St - Al Jaffiliya
- Dubai.



Educational Attainment

- ✓ Completed Graduation (B. Com) from Veer Bahadur Singh Purvanchal University(2016)
- ✓ Passed Sr. Secondary with commerce stream from S Dayanand S I C Sathiyawan Azamgarh (2013)
- ✓ Passed Secondary School with Science stream from Ehyaul Uloom H S S Mubarakpur Distt. Azamgarh (2011)

PROFILE

To become a valued asset of your competitive company that provides me a supportive environment which my opportunity will grow professionally and a platform to improve my abilities through years of experience in your organization. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, functioning well both independently and collaboratively.

PROFESSIONAL SKILLS

- Ability to work independently and as a part of team.
- Ability to take up new challenges and willingness to learn.
- Versatile, accomplished and result oriented professional.
- Proficient in working with MS-Office (Outlook, Excel, Word, PowerPoint) E-mail and web surfing.
- Very dedicated and diligent about work and maintain a high level of accuracy in all transactions.
- Excellent written and verbal communication skills.
- Attention to Detail.

Working Experience:

- Worked as **Process Associate** in **Accenture Solutions Pvt. Ltd** from 10th Jan 2020 to 19th Jan 2021.
- Worked as **Accounts Executive** in **Accenture Solutions Pvt. Ltd** on behalf of **Trigent Software Limited** from 29th Nov 2018 to 09th Jan 2020.

Job Description: Duties & Responsibilities

- Efficient in process vendor invoices and maintain up-to-date system.
- Managed the accurate and timely processing of invoices.
- Processing the urgent invoices as on Mails within stipulated time. Ensure all Mails on shared Mailboxes and all other queries are answered within the time stipulated under the SLA as per the agreed by clients.

- Working on the queries of vendors and providing them with necessary details.
- Instituted through cross checking of invoice postings, VAT calculation, exceptions, reconciliations.
- Ensure all tasks are completed with good quality within the time stipulated against each of them.
- Taking ownership to close all open issues pertaining to process.
- Proficient in allocating volume and assigning workflow to team members.

I hereby declare that all the information provided herein are correct to the best of my knowledge.

Date :

Signature
ZEESHAN AHMAD
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