

Mohammed Shakeel

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Profile

I am a fast learner and eager to learn new things. I am very keen and determined to work as a team. I am from a commerce background, having good communication skills. I am ready to work independently and grasp new things with innovative ideas.

Career objective

I look forward to work with an organization which offers challenging opportunities to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

Computer Literacy

- SAP, SAP CRM, Microsoft Office Work Suite (MS Word, PowerPoint), Basics of hardware and Internet Applications, SFDC, Oracle, WebExtender.

Experience

EMPLOYMENT DETAILS

Accenture Services Pvt Ltd Company

1st July 2014 to till Date

Designation: Transaction Processing Associate.

Overall responsibility for the company's Transaction Processing Associate.

- Generating Accurate Invoice to the customer.
- Preparing Pending analysis report and furnish to management
- Implementation of automation and controls in the project, which helps to save the time and achieve the SLA with accuracy.
- Creating contracts for the order placed by the sales team in the SFDC Tool.
- Hands on Experience on SFDC tool, SAP, Oracle.
- Generate accurate pricing for the customer.
- Amendment of the customer records in the systems
- Raising a credit memo for the invalid invoices.
- Preparing the operational excellence charts and reports (FMEA reports)
- Case queue management
- Preparing PDD's for the automation projects and work closely with the developers to have the automation tool implemented into the operations.
- Handling the team as a backup for the team lead.
- Preparing process control charts and presenting it to the management.
- Handling the client escalations of the team and make sure that there are no disputes from the client.
- Creating Sales order
- Submitting the SO for invoicing.
- Verifying if all the materials under the Sales order has been shipped to requested location.
- Generating Accrual reports for the month end.
- Performing Accrual activities at the month end.

- Reporting of team availability, efficiency and utilization report to the management with the help of time tracking software.

Industry

- Financial Services.
- Order to Cash (Customer Master Data amendment, Pricing, Quotations, Reporting, Sales order management)
- Contract Management

Academic profile

Degree	University/Board	Institute	Specialisation / Main Subject	Year
B.com	Bangalore University, Karnataka.	Indian academy degree college Bangalore.	Finance	2014
P.U.C	Karnataka State Board	Indian Academy P.U College	Commerce	2011
S.S.L.C	Karnataka State Board	Immanuel English high school	2009

Extra Circular Activities

- Cricket.
- Volley ball.
- Singing.

Personal profile

Date of Birth : December 2nd, 1993

Contact number : 8553621694

Email id : Mohammedshakeel102@gmail.com

Languages Known : English, Hindi, Kannada, Urdu.

Communication Address: #213/75, Irfan Layout Bande road, Bellahalli, Yelahanka Bangalore 560064

Declaration

I hereby declare that all the above information is true to the best of my knowledge.

Place: Bangalore

Date:

(Mohammed Shakeel)