

AZARUDEEN A

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Objectives

- To seek challenging career in the field of it and to be a part of team which work dynamically the growth of organization.
- Quest to work in an atmosphere that gives scope for widening my knowledge.
- I am looking for good career opportunities where my talent and knowledge could be best subjected and utilized for the benefit of the organization myself.

EducationalQualification

- **MBA (Finance & HR 2019)** : Bharathidasan University, Trichy, Tamilnadu : **63%**
- **B.Com (Finance 2017)** : Jamal Mohamed College, Trichy, Tamilnadu : **62%**
- **HSC (2014)** : RC Higher Secondary School, Trichy, Tamilnadu : **74%**
- **SSLC (2012)** : RC Higher Secondary School, Trichy, Tamilnadu : **63%**

Experience

- 2 Years experience in Capgemini Business Services India (Pvt) Ltd, Trichy.
- Process Associate (Invoice Processing) from Oct'2017 to Present.

Technical Skills:

- MS OFFICE (WORD & EXCEL)
- ORACLE ERP
- CLOUD TOOL

- BPOPEN
- RMS TOOL

Awards and Recognition

- Rising Star Award for Mar'2018
- Rising Star Award for Aug'2018

Roles and Responsibilities:

- Invoice Processing in both Po and Non-Po with 2 way & 3 way matching
- Processing Po Credit notes & Debit Note
- Clients handling and Query resolving in invoice
- On Daily basis making reports and allocating invoices to the team
- Sharing knowledge about processing to team
- RTV (Return to Vendor), RTS (Return to scan) documents processed- Processing invoice's for Middle East country
- Indexing and Validating the documents in BPOpen tool
- Get approval from the client and Processing the invoices in Cloud or OFIN (Oracle finance)
- Initiating the processed documents for approval in Cloud
- Perform Internal Audit check prior payment process
- Provide support / assistance to other team members

Strengths

- Adaptability and Flexibility.
- Positive Attitude, Hardworking and Ability to work under pressure.
- Ability to multi-task and Self Motivated
- Quick learner, adaptive to changing the environment.
- Commitment towards work and eager to learn.
- Learning from mistakes and recovering quickly from setbacks.

Personal Details

- Name : Azarudeen
- D.O.B : 26.09.1996
- Father : Abdul Majeed
- Mother : Sariba Beevi
- Marital Status : Unmarried
- Nationality : Indian
- Languages Known : English (Read, Write and Speak)
Tamil (Read, Write and Speak)
- Contact No : 7867035274 / 9715189634

Declaration

I hereby declare that the informations furnished above is true to the best of my knowledge and belief.

PLACE:

DATE:

Yours Faithfully,
(AZARUDEEN)