



ACCOUNTS PAYABLE

NAVAF HAMZA

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PERSONAL PROFILE

To build a career in Accounts field and enhance my skills and learn new Account terms for the growth of organisation as well as individual growth.

AREAS OF EXPERTISE

- SAP-Fico
- SAP-Business One
- Tally ERP (journal, trial balance & financial statement)
- Microsoft Excel & Word
- Advanced accounting
- UAE VAT

OTHER SKILLS

- Subject knowledge of Accounting activities and solid grasp of its theories.
- Ability to perform under pressure.
- Good team player and self motivated.

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

Address: Sharjah, UAE.

Date of Birth: 11th July 1996

Nationality: Indian

Visa Status : Visit visa

Passport no: U2886089

WORK EXPERIENCE

Senior Associate in Accounts Payable

Wipro Technologies(Chennai) | 2019-2021

Duties & Responsibilities:

- Obtain proper information and data regarding invoice payments.
- Assemble invoices to be completed for payment.
- Keeping track of all payments made in an Excel Spreadsheet.
- Reporting the Activity status with supervisors and the clients on daily basis.
- Protects organization's value by keeping information confidential.
- Provided excellent customer service to all stakeholders, including vendors, facilities and colleagues.
- Receive invoices, perform necessary validations and execute transactions with timeliness
- Ensured no pending customer mails before EOD.
- Release of sticky payments through SAP software.

ACADEMIC QUALIFICATIONS

Master of Commerce-2020

Annamalai university - Chennai

Bachelor of commerce-2018

Wiras college - Kannur

Higher secondary Education under Kerala State Board, 2015

SSLC under CBSE, 2013

REFERENCES

Available upon request.