

SYED ASFAAN

PERSONAL PROFILE

Meticulously detailed & highly organized individual with superior communication and interpersonal skills. Offering close to 5 years of experience in Procure to Pay, OTC- Invoicing roles, also bringing knowledge and hands-on experience in ERPs like SAP & Oracle.

CONTACT DETAILS

 KH Ranganatha Colony
Bangalore-560018, Karnataka

 s.asfaan@gmail.com

 +91 8951555769

 syed-asfaan-70bb21118

SKILLS & ABILITIES

- Communication and Interpersonal Skill
- Procure to Pay
- Vendor Management
- ERP- SAP , ORACLE 11i & Fusion
- Process Training
- People Management

AWARDS RECEIVED

 Received Individual Award- Resilience in the Annual Finance R&R (2017)

 Team of the period (Procurement) Award for the year 2017-18

 Received appreciation from Country site lead manager for Fiji Fizcalization project

PROCUREMENT AND INVOICING SPECIALIST

WORK EXPERIENCE

Invoicing Specialist

Exxon Mobil | Jan 2019 - Mar 2021

- Process sales adjustments activities, such as Invoice processing, credit/debit notes, credit/rebills, Pro-forma Invoices and Control report to ensure adherence to EM policies and procedures on timely delivery and order confirmation
- Resolve billing disputes accurately and within prescribed service level targets
- Interface with various functions such as Sales, MDS, Pricing, Finance and Tax to gather information to ensure transactional accuracy
- Apply Root Cause Investigation methodology for all billing errors to drive continuous improvement and prevention opportunities
- Work closely with the OTC teams such as Order, Delivery, MDS, AR team, Sales to ensure that billing defects are resolved in a timely manner that results in prompt collections ability
- Monitor Control reports i.e. Daily, Weekly, Monthly to clear Unbilled Invoice items for a Flawless MEC and accruals
- Process Trainer and People management

Procurement Associate

Tesco Bengaluru | Jun 2016 - Dec 2018

- Knowledge of Procure to Pay, Source to Contract and Vendor Management.
- Process Purchase Orders & Amend the POs as per the requirement of requestor and Receipt the POs on system for Invoice Matching and processing
- Develop and manage RFI, RFQ, RFP and e-Auction events to comply with purchasing plan.
- Negotiate with the vendors for material procurement while coordinating with the higher authorities of the company, ensuring statutory and company compliances.
- Supplier evaluation, selection, Vendor Due Diligence and Training Vendor On boarding to Tesco.
- Identify and manage sourcing and supplier engagement activities including strategic sourcing plans, RFPs, bid & proposal reviews, negotiations, etc.
- Implement ideas and drive testing for process improvement to achieve better simpler and cheaper results

CERTIFICATIONS

1. Supply Chain Planning that Delivers a Competitive Edge
2. SAP Overview Certified
3. Social Media for Business

PROJECTS

PROJECTS AT EXXONMOBIL

- Process Trainer for billing Migration to Thailand
- Fiji Tax Invoice Fization
- Sales Force UAT- Rev Up project Billing
- BCP- Part of Business Continuity Plan
- UAT for BOT implementation
- CS Org Effectiveness Start-up – Site Assessor
- Converted Customers to E-invoice
- Work Instruction readiness for Audit and Internal use.
- Created Sample order Manual Invoice for FOC products.

PROJECTS AT TESCO BENGALURU

- IT PO cost center mapping Issue
- Cost Center description cleansing
- Created PO request form for IT products

EDUCATION

EDUCATIONAL HISTORY

Christ University

Bachelor of Commerce- BCOM | Jun 2013 - Apr-2016

- First Class -Marks 63%

Christ PU College

JUN 2012 - APR 2013

- First Class -Marks 77 %

LANGUAGES

English, Hindi, Kannada