

CURRICULUM VITAE

SYED ABDULLAH

Mobile: 9912025820

abbutara@gmail.com

Professional Objective:

To achieve a challenging position in designing & development of software with the state of the art technology where my analytical, problem solving skills & application abilities can be appropriately utilized in benefiting the organization.

Academic qualification

- Graduation: B.com from Ambedkar University, Hyderabad.
- Intermediate: from Navya junior college. Malakpet, Hyderabad.
- SSC: from Kilpatrick Mission High School, Tad ban, Hyderabad.

Technical Qualification:

- P.G.D.C.A., from HIT Computer, Narayanguda, Hyderabad.
- I.T.E.S., from UPADHI – LABS.
- Typewriting Lower & Higher from SYSTEMATIC T/W Inst, Hyderabad.

WORK EXPERIENCE:

GENPACT (INDIA) Ltd., Hyderabad (India) from Nov 2011, working as a **Process Associate**. **Key Roles and Experiences: Nov'2011 to June 2018.**

- Working as an **AP Process Associate** for one of the US biggest Medical Retailing Chain.
- Responsible for processing invoices in **Accounts Payable**.
- Responsible for processing Store Expense, Store Purchase and Beer & Wine Invoices in Savion Proflow, an Oracle based accounts payable application.
- Preparing the agent production reports on every day basis. Preparing the Monthly Accuracy reports for the Agents.
- Run the Queries in ERP named LAWSON to capture the wrong payments done by the Processor. Proactively working towards clearing Invoices on Hold.
- Responsible for obtaining approvals from Walgreen's District Managers.
- Co-ordinate with local team at US clients through mail's & calls to resolve



process related queries and process the invoices.

- Email communication with customers on issues.

COMPUTER KNOWLEDGE:

- Ms Office 2010 (Ms Word, Ms Excel, Ms PowerPoint)
- Tally ERP 9.
- Savion, Lawson, Citrix.
- Good typing skills with **50 wpm** both alphabetic and numeric

STRENGTH:

- Confidence and Positive attitude
- Maintaining good relationship with others
- Accepting responsibility and motivating others

Personal Details:

Name	:	SYED ABDULLAH
Father Name	:	SYED PASHA MIYAN
Gender	:	Male
Date of Birth	:	15th September, 1986
Language Known	:	English, Hindi, Telugu & Urdu
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam
Permanent Address	:	Syed Abdullah H no. 4-23-26, Hassan Nagar, Near National Police Academy, Shivrampally, Hyderabad – 500052.
Phone No.	:	9912025820.

Declaration:

I hereby confirm that the information given above is true to best my knowledge.



Date:

Place: Hyderabad

Yours Sincerely
(SYED ABDULLAH)

