

ALIM SHAIKH

Billing Executive

CPF India Pvt Ltd

Personal

Information

Mobile: 9011464610

Email: shaikhalim999@gmail.com

Address: A/- Bramhani

TEL- Rahuri

DIST- Ahmednagar

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Invoice Processing
- Vendor/Bank Reconciliation

Courses

- Tally ERP 9
- GST
- SAP

Summary

Billing Executive of Raw Material Invoice.

Accounts payable :- Procure 2 Pay Domain highly skilled in Invoice Processing ,Three way matching Invoice, Month End Reporting, Vendor Reconciliation etc. Across all P2P process.

Worked on different ERP like SAP , Efast process all type of Invoices like PO & Non PO vendor invoices.

Education Experience

M.Com (Business Administration)

66.01%

Pune University

B.COM (Banking & Finance)

61.00%

Pune University

Work Experience

- December 2019 – Present

Billing Executive Officer at CPF INDIA Pvt. Ltd.

RAW MARERIAL INVOICE PROCESSING

- September 2016 – December 2019

Account Officer at Prasad Sugar and Allied Agro Product Pvt. Ltd,

Ahmadnagar.