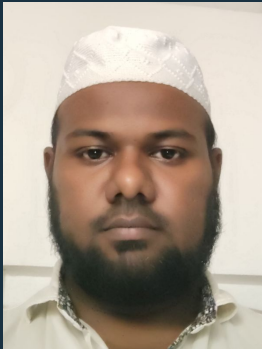


Habeebulla Sadiq

Analysts



✉ cheevaram@gmail.com

☎ 8682842844

📍 127 2nd Floor Vepery High Road,
Chennai

🚩 Indian

📅 23-09-1994

💍 Married

🌐 LANGUAGES

English ● ● ● ● ●

Urdu ● ● ● ● ●

Hindi ● ● ● ● ●

Tamil ● ● ● ● ●

🧠 SKILLS

- Ms office
- SAP
- Customer service
- Operation
- Problem solving
- Vendor coordination

👤 PROFILE

Associate with 8+ years at Accenture supporting operations and finance-related processes, including quarterly accrual preparation using trend and forecast analysis. Known for strong stakeholder communication, customer service, and fast, accurate query resolution while working in high-volume environments. Proficient in Microsoft Office with a track record of improving process efficiency, maintaining quality/compliance, and ensuring on-time deliverables.

👜 PROFESSIONAL EXPERIENCE

Association

Accenture

02/2017 – 12/2025 | Chennai

Role and responsibilities

- * Responsibilities for vendor invoice processing with po and Non-Po.
- * Posting park documents and converting park documents into final document.
- * Having good knowledge in creating & updating the vendor details in SAP.
- * Involved in 3 Way checking and payment processing.
- * Checking all AP invoice, receipt has been posted in proper for vendor in SAP.
- * Ensuring that all accounts payable activities comply with relevant financial policies and SLA.
- * Ensuring the accuracy of financial transactions.
- * Compiling, analysis and reporting financial information to management.
- * Executed Record to report (R2R) processes including GL Accounting and journal entry
- * Posted accruals, prepayments and depreciation entries accurately
- * Performed bank, GL and balance sheet reconciliation monthly
- * Payment Supported month-end and year-end closing activities
- * Provided audit support with complete documentation and walkthrough.

System administrator

Islamic Bank

06/2013 – 06/2016 | Vaniyambadi

- * Part time at Islamic Bank at Islamic Baitul Mal, Fort, vaniyambadi.
- * Supporting customer to get interest free loan on jewel.
- * Handling customer query.

🎓 EDUCATION

B,sc computer science

Thiruvalluvar University, Vellore

06/2013 – 06/2016 | Vaniyambadi