

Invoice Executive Cum Sales (2+ years of Experience)

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OBJECTIVE

Energetic self-starter and volume producer, readily adapting to changing priorities. Exceptional management skills in customer and vendor relations, coupled with strong business management experience in small to medium sized companies. Proven interpersonal and organizational skills with track record in business operations.

SKILLS

•MS Office- Word, Excel. •SAP - (Business one - Billing Software)

EXPERIENCE

Jan'2025 - May'2025

Billing Cum Cashier

Ajantha Sea View Hotel- Udupi Ruchi Cafe- Puducherry(India)

- Greet customers in a friendly and welcoming manner.
- Answer customer questions and resolve issues.
- Provide a positive experience to encourage customers to return.
- Use a point of sale (POS) system to process cash, credit, and debit card transactions.
- Issue receipts and ensure accurate transaction records.
- Balance the cash drawer at the end of each shift.
- Assist with basic inventory management and restocking.
- Maintain a clean and organized checkout area.

Sept'2024 - Nov'2024

Cashier

Frutulip General Trading LLC

- Work closely with Trading, Scheduling, and the Inventory/Exchange group to solve all outstanding reconciling items.
- Assist the supervisor in establishing policies and procedures for billing.
- Ability to pull information from multiple sources and combine that information to create monthly invoices in SAP.
- Direction and implementation of all production file imports into the billings systems.
- Initiates the monthly billing process for assigned billers which may include reviewing or recommending billing amounts based on historical billings and current engagement amounts.
- Independently investigates billing issues and processes invoice adjustments to ensure invoice correctness and employee margin accuracy.
- This individual should have the ability to perform required tasks independently contribute as needed in a team environment.
- Coordinate with multiple department
- Monitor contract terms and associated billing, and adjust pricing set up as needed.

Jun'2022 - Aug' 2024

Super Bag Plastic Bags LLC- Dubai(UAE)

Invoice Executive

Coordinate with the vendors, check supplier invoices, as well as rectify discrepancies before approving/rejecting invoices.

Duties include customer service and maintained inventory.

- Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.

- Received and reconciled incoming invoices with corresponding requests.

- As checks or credit memos were sent in by the vendors, it was my responsibility to correctly apply them to outstanding balances within our system.

- Processed payments for Super Paper Industries LLC as a part of a team.

- Entered all payments invoices into the SAP -(Business One) module software, verified Accuracy of all invoices, and operated various office machines.

Nov'2020 - May'2021 Accounts - Internship

Hidesign India Pvt. Ltd, Pondicherry, India

- Collecting all sales invoice (E.com) from invoice team and passing entry.

(Lifestyle, Myntra, Central, Cloudtail, Flipkart, Accentive, Jabong).

- Corporate parties sales.

- Market places invoices rise to individual customers: Paytm, Tatacliq.

- Manages the collection of data to support underlying work papers and

- Assist in all month-end accounting, preparing outstanding expenses.

PROJECTS

EDUCATION

| Degree / Course | University / Board | Percentage / CGPA | Year of passing |
|-----------------|---|-------------------|-----------------|
| B.com- General | Raak Arts& Science College, Perambai(T.N), India, Thiruvalluvar University. | First Class | 2019 |

ADDITIONAL PERSONAL INFO

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|----------------|---|
| Address | #5, Arasur Road, Sulthanpet, Puducherry- 605110 |
| Languages | Tamil, English, Hindi& Malayalam. |
| Date of Birth | 14/03/1998 |
| Marital status | Single |
| Nationality | Indian |
| Religion | Muslim |
| Passport | T1476071 |
| Gender | Male |

DECLARATION & SIGN

I hereby declare that all the above information is true to best of my knowledge.