



Muhammed Yaseen S

+91 8681830815 | muhammedyaseen0786@gmail.com |

www.linkedin.com/in/muhammed-yaseen-9b5053164 | [Salem, TamilNadu.](#)

PROFILE SUMMARY:

- Expertise in processing and managing General invoice processing for overall 2 Years of experience, ensuring accurate and timely entry into the company's books of accounts.
- Possess comprehensive knowledge of the End-to-End Purchase to Pay (P2P) process, covering 80% of the Invoice Processing Queue with exceptional attention to detail.
- Demonstrated exceptional skill in processing high-dollar invoices, resulting in zero errors during the entire work period, and conducted audits for invoices below \$500 US.
- Successfully completed automation testing and Vendor Maintenance projects on time, contributing to the improvement of invoice processing speed and overall efficiency.
- Experience in Oracle for inquiring and verifying invoice payment details/status, showcasing a strong command over essential financial tools.
- Utilized Winscp Application for invoices submission and effectively managed the Generic mailbox of the Invoice Processing Team, providing prompt invoice status updates.
- Efficient knowledge in Coupa Application for processing Invoices and inquiring the payment details status for Duplicate analysis.
- Played a key role in DS Listing Vendor Maintenance, supported automation testing projects, and contributed to enhancing the processing speed of invoices.
- Engaged in UAT testing for internal software/application upgrades, providing valuable assistance in the enhancement of invoice processing speed and overall process efficiency.

SAP FI EXPERTISE:

- Customizing Enterprise structure.
- Creation of G/L Masters, Cash Journal, House banks and maintaining field status variant & posting keys.
- Customizing and building up enterprise structure including creation of master records for General ledger, Accounts receivable & Accounts Payable, Customer/Vendor Masters Creation.
- Configuring and Customizing of Assets, Maintaining of Asset, Master Data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation Run.
- Configuration of Automatic Payment Program.
- Financial Accounting Closing Activities.

WORK EXPERIENCE:

Associate Accounting (AP) – First American (India)

January (2022 – Present)

Roles & Responsibilities:

- Expertise in processing Purchase and Utility invoices of the company and lodging them in the books of accounts. Experience in using optical character recognition programs in AP processing.
- Inquiring and Verifying Invoice Payment details/status in Oracle EBS. Experience Winscp Application and Splitting Multiple Invoices. Experience in handling the Generic mailbox of the Invoice Processing Team and providing Invoice status.
- End to End processing Knowledge of Purchase to Pay (P2P) Process. Covered 80% of the Invoice Processing Queue. Processing of high dollar invoices with utmost care which resulted in Zero error during the entire work period. Auditing Below \$500 US Invoice.
- Automation testing projects and Vendor Maintenance projects completed on time. Enhance Project to improvise the Processing speed of the Invoices.
- Completed 1500+ Invoices per Month and Achieved the Target of 90% Accuracy Rate with 90% to 100% Efficiency. Reduced turnaround time in processing invoices from 2 days to 1 day with an Accuracy Rate of 90%.

Projects:

- *DS Listing Vendor Maintenance Supported in Automation testing projects and Vendor Maintenance Project to improve the Processing speed of the Invoices. Project occurs every quarter for payment site enhancement. – FIRST AMERICAN INDIA (2022 - Present).*
- *UAT Testing Worked in internal Software/Application up gradation process, assisted in Invoice processing side for the speed enhancement of the process. - FIRST AMERICAN INDIA (2023).*

EDUCATION:

- **Sri Vidya mandir Senior Secondary School, Salem** | 2015- 2016
|SSLC - 10th Grade |Examination Score-09/10
- **Sri Vidya mandir Senior Secondary School, Salem**
2017-2018 |HSC - 12th Grade |Examination Score-69%
- **Jamal Mohamed College, Trichy** |2018-2021|
Bachelor of Commerce (B.Com) |ExaminationScore-80%

CERTIFICATION'S:

- Tally ERP9 (2018)
- SAP S/4HANAFINANCE 2021 – Certified (12/2023 – 12/2028)
CERTIFICATION ID: **P2007029400**
CERTIFICATION CODE: **C_TS4FI_2021**
VERIFY: https://www.credly.com/badges/19ace742-654e-424f-9785-e808fedb2c7b/public_url

SKILL'S:

Skills: Accounts Payable, Invoice Processing, General Ledger, Accounting.

Applications & Software: SAP S/4 Hana, Oracle, Coupa, Winscp.

PERSONAL DETAIL'S:

Father Name: Shahul Hameed.M

Mother Name: Hassan Meera.S

Date of Birth: 3rd October 2000. (03/10/2000)

Languages: Tamil, English, Hindi (Read & Write), Arabic (Read)

Marital Status: Single.

Nationality: Indian.

Passport Number: U8185711.

Date of Expiry: 21/03/2031.