

## Ijrail Sheikh

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### Job Objective : -

Committed individual with an interest in moving into a mid-level management position which will allow me in further development of my leadership and others kills.

### Skills & Abilities: -

- Process Management (An AP Specialist)
- MIS Reporting
- Vendor Management
- Vendor Reconciliation
- Audit Support
- Working on SAP FICO VIM software

### Work Experience:-

- 2.1 Year Working experience in Faurecia India Pvt. Ltd. As Accounts Payable Executive Using Software in SAP FICO & VIM.
- 3 month Working experience in Borosil Scientific Pvt. Ltd. As Accounts Payable Executive Using Software in SAP S4 HANA & VIM and Concur Software.

### Faurecia India Pvt. Ltd

: - May 2023 - June 2025

- Accounts Payable process. (Vendor Invoice Booking & Payment in SAP Vim)
- Complete flow of P2P (Procure to Pay)
- Maintaining NRFT report for timely booking of Invoice & for resolving queries.
- Vendor Reconciliation (Half-yearly & Yearly)
- Regular follow – up with user's for clearing old open advances.
- Attending queries of Vendor against payments & outstanding.
- Booking and clearing payment of duties
- MIS & Closing: Monthly closing of GRIR, Inter & Intra Company, KPI & NRFT reports.
- Custom Miro booking
- Inter & Intra company reconciliation.
- Monthly GRIR Publish and closing activities
- Data preparation & Support for all Accounts Payable related activities for Internal, Group & Statutory Audit.

**Borosil Scientific Pvt. Ltd : - July 2025 – Till Date**

- Accounts Payable process. (Vendor Invoice Booking & Payment in (SAP S4 HANA Vim)
- Complete flow of P2P (Procure to Pay)
- Employee Claim processing in Concur software and manually.
- Maintaining NRFT report for timely booking of Invoice & for resolving queries.
- Vendor Reconciliation (Half-yearly & Yearly)
- Regular follow – up with user's for clearing old open advances.
- Attending queries of Vendor against payments & outstanding.
- Advance payment processing. GRIR Report maintain daily.
- Booking and clearing Vendor payment.
- MIS & Closing: Monthly closing of GRIR, NRFT reports.
- Monthly GRIR Publish and closing activities
- Data preparation & Support for all Accounts Payable related activities for Internal, Group & Statutory Audit.

**Academic Accolades: -**

- MBA in Finance from Savitribai Phule University in 2023 with 65.56%.
- Bachelor of commerce, Gondwana University in 2021 with 75.50 %.

**Software Knowledge: -**

- SAP FICO
- Advance MS Excel
- TALLY ERP 9
- MSCIT

Ijrail sheikh

Place – Pune

Date -