

# SHAIK VALI

## Senior Associate

### PROFILE

Experienced Accounts Payable Specialist with a strong background in vendor master creation, payment processing, and verification. Proficient in SAP (OPUS), Focus Ver 9, and Oracle-based accounting software, as well as Microsoft Excel and Office. Skilled in processing financial transactions, reconciling accounts, and resolving payment disputes to ensure timely and accurate payment processing. Demonstrated expertise in preparing general statements of accounts, providing recommendations, and maintaining attention to detail. Excellent communication skills and a proven track record of improving efficiency. Holds a Bachelor of Commerce (B.com) in Computers and Received multiple awards and appreciations for outstanding performance.

### CONTACT

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### AWARDS

- Excellent performance reward – 2022 (WNS)
- Special contribution award in the Q1 – 2018 (MOL)
- Sport award – 2017 (MOL)
- Best performance award – 2014 (TATA)

### EDUCATION

**Osmania University (2012)**  
B. Com, Computers - 89%

**LB Junior College (2009)**  
Intermediate - 60%

### WORK EXPERIENCE

**Premier People Logistic Solutions Pvt Ltd**  
**[Senior Associate, Finance & Accounts]**  
Feb 2023– May 2024

- Vendor Master Creation (Integration Manual & Focus).
- Processing all Vendor advance Payments and Balance payment as per SLA.
- Perform 2-way and 3-way invoice matching to ensure accurate and compliant payment processing.
- Co-ordination with Operation Team & Sales for payment Request.
- Oracle Focus entries for all Vendor payment.
- Develop project concepts and maintain optimal workflow.
- Work with Stake holders to manage large, complex projects for corporate clients & Vendors.
- Handling all vendor reconciliation and bank statements.
- Fulfilling compliance as per the regulations and legal advisory.

**WNS Global Services [Senior Associate, Accounts Payable]**  
May 2018 – Feb 2023

- Managed vendor master creation, changes, and verification (onboarding).
- Processed all purchase invoices related to port and terminal expenses for Europe, Asia, Middle East, and Oceania.
- Approved purchase orders (PO's) and payments to vendors using Oracle database software (Star-net) and SAP tools.
- Reviewed and updated vendor contracts in the global system.
- Released invoices to vendors for detention and demurrage charges.
- Perform 3-way invoice matching to ensure accurate and compliant payment processing.
- Handled vendor reconciliation, bank statements, and vendor queries via email and phone calls.
- Coordinated with various stakeholders to resolve issues related to blocked invoices.
- Managed manual and automatic payment requests, ensuring adherence to client SLAs and timelines.
- Prepared and updated weekly reports for managers to support process development.

**Mitsui OSK Lines (MOL) [Executive, Revenue Audit]**

Mar 2015 – May 2018

- Identified revenue impacts and audited freight charges and invoice disputes.
- Collated, analysed, extracted, and entered high-quality data into the ERP system.
- Coordinated with stakeholders to obtain freight charges and resolve issues.
- Identified and audited duplicate rates and invoice dispute records.
- Handled client queries and requests via email.
- Sent reminders to customers for missed charges and added charges to invoices.
- Possessed strong knowledge of global logistics, including ocean and road transport.
- Well-versed in port charges and codes.
- Worked with business partners/requestors to resolve invoice and rate dispute payments.

**TATA Business Supports Service LTD. [Customer Support Executive, Mailing Process-Internship]**

Mar 2014 – Mar 2015

- Coordinated with technical teams and authorized dealers.
- Received, processed, and verified the accuracy of customer requests and booking confirmations via email.
- Provided technical support assistance and resolved client conflicts.
- Resolved 300+ weekly customer inquiries via phone and email.
- Pioneered the development of an improved system for following up with unsatisfied customers, reducing customer churn.
- Maintained consistent metrics for client satisfaction and quality assurance.
- Accurately documented, researched, and resolved customer service issues.

**SKILLS**

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- Star-net (Citrix Tool)
- Oracle 12
- SAP (Supply chain management)
- Microsoft Office (Word, Excel, PowerPoint)
- Invoice Processing
- Vendor Management
- Reconciliation
- Data Entry and Analysis
- ERP Systems
- Financial Reporting
- Payment Processing
- Attention to Detail
- Problem-Solving
- Communication Skills