

AFREED SADIQ

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Passport No. U8217275

Location - Chittoor, Andhra Pradesh, India



Accounts Payable | Procure-to-Pay(P2P) | Vendor Management | Bank Reconciliation

Professional Summary

Accounts Payable and Procure-to-Pay (P2P) professional with 5+ years of experience in Accounts Payable, Procurement Operations, Vendor Management, Bank Reconciliation, and Financial Reporting. Skilled in end-to-end P2P processes, including invoice processing, PR/PO management, 2-way and 3-way matching, vendor reconciliation, payment processing, and month-end close. Proficient in SAP S/4HANA, SAP MM, SAP FI, SAP Ariba, Oracle ERP, and Advanced Microsoft Excel. Recognized for delivering accurate, compliant, and efficient financial operations while maintaining strong vendor relationships and meeting SLA and KPI targets.

Key Achievements

- Processed and reviewed **1,600 + invoices monthly** with **99% accuracy**.
- Achieved **99% on-time vendor payment compliance**.
- Led a team of **3–5 AP professionals** while maintaining SLA commitments.
- Successfully on boarded and managed **100+ vendors**.
- Successfully supported month – end close activities with zero critical audit observations.
- Improved AP and procurement process efficiency through workflow enhancements.
- Managed monthly **Bank Reconciliations** by resolving reconciling items and ensuring accurate cash balances for month-end close.

CORE COMPETENCIES

- Purchase Order Management
- Procurement Operations
- Vendor Management
- Strategic Sourcing
- Cost Optimization
- Stakeholder Management
- Invoice Processing & Validation
- Three-Way Matching
- Payment Processing
- Account Reconciliation
- AP Aging Analysis
- Month-End Close & Financial Reporting
- ERP Systems & AP Automation
- Bank Reconciliation
- Journal Entries
- Accruals & Provisions

Work EXPERIENCE

Accountant

G&M Pvt. Ltd | Bengaluru, India | Apr2024 – Present

Roles & Responsibilities:

- Manage end-to-end Accounts Payable operations, vendor management, and payment processing.
- Lead a team of 3–5 members while ensuring SLA and KPI compliance.
- Process and review 1,600+ vendor invoices monthly with high accuracy.
- Perform vendor statement reconciliations and resolve invoice and payment discrepancies.
- Execute vendor payment runs while ensuring adherence to agreed payment terms.
- Prepare A/Paging reports, accruals, provisions, and month-end financial reports.
- Prepare monthly Bank Reconciliation Statements, investigate reconciling items, and post Journal Vouchers (JVs) for required adjustments.
- Process bank statement uploads through SAP, validate balances against Citi Direct statements, and resolve banking discrepancies.
- Support month-end close, cash flow planning, and internal/external audits.
- Manage vendor onboarding, supplier relationships, KPI reporting, and process improvement initiatives.

Senior Process Associate

Accenture Solutions Pvt. Ltd. | Bengaluru, India | Apr 2022–Apr 2024

Roles & Responsibilities:

- Managed end-to-end Procure-to-Pay (P2P) operations, including procurement, invoice processing, vendor management, and payment execution across multiple business entities.
- Processed over **1,200 Purchase Order (PO) and Non-PO invoices per month**, ensuring accurate validation, coding, and compliance with SLA requirements.
- Performed **2-way and 3-way invoice matching** against purchase orders and goods receipts to ensure payment accuracy and resolve discrepancies.
- Created and managed **Purchase Requisitions (PRs)** and **Purchase Orders (POs)**, ensuring timely approvals and adherence to procurement policies.
- Reconciled vendor accounts, investigated invoice and payment discrepancies, and maintained strong supplier relationships to ensure timely issue resolution.
- Coordinated vendor payments through **ACH, wire transfers, and checks**, ensuring compliance with payment terms, internal controls, and company policies.
- Prepared Accounts Payable aging reports, payment forecasts, procurement metrics, and management reports to support financial planning and business decision-making.
- Supported month-end close activities, including AP accruals, audit documentation, account reconciliations, and financial reporting requirements.
- Collaborated with procurement, finance, and cross-functional stakeholders to streamline P2P processes, improve operational efficiency, and ensure policy compliance.
- Supported vendor onboarding, supplier master data maintenance, and continuous process improvement initiatives to enhance Procure-to-Pay performance and data accuracy.

Process Associate

Capgemini Pvt. Ltd. | Bengaluru, India | Aug 2021 – Apr 2022

Roles & Responsibilities:

- Created and processed **Purchase Requisitions (PRs)** and converted them into **Purchase Orders (POs)** using **SAP ERP**, ensuring compliance with procurement policies.
- Monitored open purchase orders, tracked delivery schedules, and coordinated with vendors to ensure timely delivery of goods and services.
- Maintained vendor master data and material master records in SAP, ensuring data accuracy, completeness, and compliance with organizational standards.
- Processed **PO and Non-PO invoices** by performing **2-way and 3-way matching**, ensuring accurate invoice validation and adherence to company policies and SLA timelines.
- Verified invoices using **SAP MIRO**, investigated blocked invoices, and collaborated with vendors and internal stakeholders to resolve discrepancies promptly.
- Performed vendor account reconciliations, responded to payment-related inquiries, and resolved invoice discrepancies to ensure accurate and timely payments.
- Prepared daily Accounts Payable and procurement reports, maintained accurate financial records, and supported month-end closing activities.

TECHNICAL SKILLS

ERP Systems

- SAP S/4 HANA
- SAP MM
- SAP FI
- SAP Ariba
- SAP Fiori
- Oracle ERP
- QuickBooks Online

Tools

- Microsoft Excel(Advanced)
- Microsoft Office Suite
- JIRA

Education

Bachelor of Commerce

S.V University, Tirupati

Graduated–2020