

Zubaiitha Shaik Dawood

Accounts Payable & General Accounting Specialist | SAP HANA & Tally

Contact

Dubai, UAE .

+971 55 737 9414

Zubaiitha.ae13@gmail.com

Core Competencies

Accounts Payable (AP) | P2P Cycle
| SAP HANA | Tally ERP 9 | VAT
Compliance (UAE & EU)
Invoice Matching (2-way/3-way) |
Payroll & Attendance | Bank
Reconciliation | Financial
Reporting
MS Excel (VLOOKUP, Pivot Tables)
| Audit Support | GL Posting |
Process Automation | F110
Payments

Certifications & Tools

SAP FICO – Financial Accounting &
Controlling

SAP MM – Materials

Management (Practical Training)

Tally ERP 9 – GST-Enabled

Accounting

Advanced MS Excel – Pivot Tables,
XLOOKUP, Macros

Intro to IFRS – Coursera (2023)

Technical Skills

ERP: SAP HANA, SAP FICO, Tally
ERP 9

Tools: Basware, EDIDOC, EDISIM,
MS Excel, Outlook, SharePoint

Processes: AP, GL, P2P, Payroll,
Reconciliation, Audit, VAT Filing

Additional Information

Date of Birth: 13 September 2002

Languages: English (Fluent), Tamil
(Native), Urdu (Fluent)

Availability: Immediately

References: Available upon
request

Professional Summary

Certified and detail-oriented Accounting Professional with 2+ years of experience in Accounts Payable, Invoice Processing, and Financial Reporting within multinational environments. Proficient in SAP HANA, Tally ERP 9, and MS Excel for managing the full Procure-to-Pay (P2P) cycle, ensuring 100% compliance with UAE and EU VAT regulations. Skilled in payroll, bank reconciliation, vendor management, and supporting month-end close activities with audit-ready documentation. Known for delivering 99.8% invoice accuracy and driving process automation.

Education

Bachelor Of Commerce | Jamal Mohamed College | Trichy, | India 2020-2023

Professional Experience

Accountant | Swimming Pool & Landscaping Co. – Dubai, UAE

Jul 2025 – Present

Accounts Payable Associate | Capgemini Private Ltd. – Trichy, India

Jun 2023 – May 2025

Accounts Assistant (Part-Time) | Venila & Co Private. Ltd. – Trichy, India

Jan 2021 – Dec 2022

Key Responsibilities

- Managed End-To-End **Accounts Payable (Ap)** Processes Including **Invoice Processing, 2-Way/3-Way Matching (Po, GRN, Invoice),** And **GL Posting** Using **Sap Hana** And **Tally ERP 9.**
- Processed Over **36,000 Invoices Annually,** ensuring **99.8% Invoice Accuracy** and Reducing Processing Time By **15%** Through Validation Protocols and Automation.
- Performed **F110 Payment Runs,** Ensuring Timely Disbursement to Over **600 Vendors** and Full Sla Compliance.
- Reconciled **Vendor Statements,** Monitored **Budget Variances,** And Supported **Month-End Closings** with **Audit-Ready Documentation.**
- Led **Vat Filing and Compliance** Across **UAE And Eu Jurisdictions,** Maintaining Regulatory Standards and Minimizing Audit Risks.
- Prepared and Maintained **Payroll Inputs** Based on Attendance Tracking and Ensured Accurate Monthly Salary Disbursement.
- Estimated and Monitored **Project Costs,** Contributing to Financial Planning and Expense Control in Service-Based Industries.
- Created Sops, Onboarding Guides, And Self-Review Checklists; Trained 5+ Team Members, Improving Team Efficiency and Consistency.
- Communicated Professionally with Suppliers and Internal Teams, Ensuring Timely Resolution of Invoice and Payment Issues.
- Recognized As **“Process Champion – Ap” (Q4 2024)** At Capgemini For Managing Over 50 Urgent Vendor Payments Efficiently.
- Delivered Accurate **Bookkeeping, GST Filing, And Monthly Bank Reconciliations** For 50+ SME Clients During Part-Time Role at VENNILA & Co.

