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Core competence:
Attention to details.
Stakeholder management
Internal controls.
Speed and Accuracy.
ERP systems.

ERP skills:
Oracle.
Kofax.
Oracle including fusion.
Sage.
SAP/ HAHA4.
Agresso.
Coupa.
SIMs.
FinOps.
Contract Central.
WordDocs.

Certificates soft skills:
Sage 50 Accounting- set-up, GL, finance, transactions.
Net-Suite Developer - beginner to expert.
Oracle fusion financials – configuration.
Dynamics 365 – F & O.
SAP FICO - Data Migration.
Oracle NetSuite - Financial Management.

Education:
ACCA finalist.
ACCA part- qualified.
BSc professional accounting.
Certified Accounting Technician-CAT - ACCA.

Professional highlights & objectives

Accounts Payable specialist with 7 years' experience in managing end-to-end accounts payable; invoice processing, payment runs, supplier reconciliations and month-end controls including strong ability to maintain relationships with all relevant stakeholders.
Demonstrated proficiency in ERP systems and advanced Excel with strong focus on accuracy, efficiency, and meeting tight deadlines. Possesses solid understanding of AP automation and process improvement supported by strong analytical and problem-solving skills.
(9/13 ACCA exams cleared) and progressing to final qualification demonstrating continuous professional/ academic commitment while seeking learning and development across management account.

Professional exposures

Role & Companies	**Locations |**	**Month Year – Present**
Account payable		
Workspace	London, UK.	Feb. 2026 – May 2026.
Account payable Administrator		
Zenobe	London, UK	May. 2025 - Jul. 2025.
Data migration – Account payable		
Southwestern Railways	London. UK.	May 2024 – May. 2025.
Account payable Administrator		
National Football League.	London. UK.	Sept. 2023 – May. 2024.
Account assistant		
Amazon.	London, UK.	Oct.2022 – May 2023.
Account payable - analyst		
Sega	London, UK.	Mar 2022 – Aug. 2022.
Account payable clerk		
Easy jet, Luton.	London, UK.	Oct. 2021 – Feb. 2022.
Account payable		
National Car Park	London, UK	Jul 2019 – Sept. 2021.

Responsibilities **July 2019 – to-date**

- ***Commercial awareness –*** Identified suppliers were being paid earlier (10 – 15 days) than agreed contractual payment terms in previous roles. It was imperative to improve cash flow by retaining business fund without damaging supplier relationships. To ensure suppliers were paid within payment terms and protect working capital I reviewed supplier payment terms against ERP system and communicated changes to suppliers, this reduced early payment significantly and improve working capital.

- ***Communication*** – Handled suppliers threating to disrupt services/ goods because several invoices remain unpaid despite services/ goods delivered, my action has been proactive in other to maintain good supplier relationship by sending regular updates to suppliers, procurement, finance, operations to explain and resolve issues clearly "getting it right first time" while identifying if any payments has been allocated incorrectly.

- ***Data literacy*** – Analyse data to understand why invoices processing times may have reduced and make recommendations for improvements by exporting invoice data into Excel, use Lookup function to analyse approval delays and present findings that will reduce approval time around and aged invoice during month-end.

- ***Support AP automation*** - Utilize automation to streamline and simplify accounts payable process (Basware to Kofax – integrated into Oracle) multi entities and currencies environment.

Achievements:

- *Data cleaning* - check for incomplete data/ duplicates/ obsolete/ active and non-active accounts.
- *Data extraction and transfer* - extract data from legacy/ old system (Baseware) e.g. customers master data, GL accounts, open items, into new system (Kofax).
- *G/L account master data* - create GL numbers used in all accounting entries.
- *Extract transaction data* - including accounting entries, purchase orders.

- ***Critical thinking*** – Resolved duplicate invoices with different invoice numbers but identical amount and purchase orders, it was important to determine if duplicate payment were at risk and strengthen financial controls. I compared invoices dates, supplier references and PO information and confirm supplier had accidentally submitted duplicated invoices. This prevented duplicates payment worth several thousands and recommended duplicate invoice rules within ERP workflow.

- ***Leadership*** – Wanting to meet deadlines and following staff shortages, I step-up to help and clear backlog – workflows - before month-end-close - as an experienced AP team member. By prioritising urgent supplier invoices, liaising with department managers for any urgent authorisations I was able to achieve payment deadlines, improve team morale and my initiative was recognised.

- ***Cash flow forecast*** - Delivered accurate cash forecast for maintaining liquidity and planning expenses by providing reliable data to support weekly cash forecasts - review upcoming payment schedules, verified invoice due dates, and incorporated data from ERP - this contributed to more precise cash forecasts, helping the company avoid shortfalls and optimize cash reserves.

- ***Influencing stakeholders*** – Invoices can be delay due to slow approval by managers especially non-PO invoices, I have to aim to reduce delays without creating conflict. By collecting data showing approval turnaround times and explain how delays occurred and the effect on wider business if it persists. Working collaboratively with managers we agreed a new approval process – suggested automated reminders emails and weekly approval reports-, this reduced supplier complaints and late payment penalties.

- ***Typical Performance achieved (KPIs)-***

- Invoice processing accuracy: ≥ **99%.**
- Invoices processed within SLA: ≥ **95%.**
- On-time supplier payments: ≥ **98%.**
- Vendor query resolution: Within **24–48** hours.
- Supplier statement reconciliations: **100%** completed by month-end.
- Payment error rate: < **0.5%.**
- Month-end AP close: Completed within **2–3** working days.
- Early payment discount capture: Target based on available opportunities.
- Aged invoices (>30 days overdue): < **2–5%** of total invoice volume.

Hobbies: Sightseeing, music, meditation, nature.