##### RESUME

##### Yogendra Singh Bisht

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| **Address :** C/o Mr. M.S Bisht  K 248D Street No. 6B/5 Mahipalpur Ext New Delhi 110037 | **Phone** : +919891515071  **E-mail**: yogicool.bisht@gmail.com |

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| Career Objective | To utilize my skills in the organisation that offers opportunities to polish my skills, ideas and good professional growth during my job in that organization. | |
| Personal Skills | A professional who places the interests of his team and organization, ahead of his own interests. Self-motivated and daring personality who never gives up or hesitates to do the right job. A team player who trusts his team and believes that goals are achieved collectively. Strong motivator and equally committed team player. | |
| Professional Experience | **Job Profile & Responsibilities: -**  **Work Profile: -**  **(Working with Serco Global Services from 1st July 2013 till date)**   * **Working with one of the world’s largest travelling and Holiday package providing Company designated as Sr. Process Associate.**   **Accounts Payable with ERP as TDSX**  **Job responsibilities includes the below activities**   * Segregating the invoices received through mails according to the point of sales and tracking the invoices in the internal trackers preventing the misplacement of it. * Allocating these invoices to the team members . * Responding to the various emails received from the suppliers or the offshore client. * Processing the invoices into the system.   **PREVIOUS ORGANISATION: Worked with Genpact From 5th October 2011 to 28 June 2013 for the below two different clients as a process associate in Finance and Accounting.**  **Ecolab (one of the world’s largest sanitary and Hygiene products supplying company).**  **Accounts Payable (Europe) with ERP as SAP**   * Working for one of the World’s Largest sanitizers company, Billing invoices to their business clients. * Indexing the invoices into system i.e OCR ( Optical Character Reader). * Scrutinizing and processing the Invoices in SAP. * Business client handling through mails & Calls, also handling customer queries.. * Apart from invoicing activities, also prepares Ecolab employees T & E ( travel and expense) report and processing it in SAP.   **STAPLES ( Stationary providing company)**  **Procurement to PAY (U.S)**   * Billing invoices to their business clients. * Indexing the invoices into system (ERP) * Scrutinizing and processing the Invoices. * Business client handling through mails   + Sending approval mails to client.   + Reminder and follow-up mails to client.   + Clarification mails to client. * Handling customer queries. * Weekly reporting to offshore partners – Invoice ageing & Partner Contract report. * Creating Uploads for the payments to the vendors. * Authorization of purchase orders and doing the payments to vendors directly when the invoice is received.   **Achievements: -**   * Awarded by the **Bronze award** in June 2012 for showing Genpact values at work. * Awarded by the **Spot Cheer Awards** in Feb 2012 & Dec 2012 for continuously saving the turn around time of process * In outsourcing world SLA (Service Level Agreement) required to be met at any cost for which someone has to work with very close eyes on the numbers that’s what I did. | |
| Educational Qualification | |  |  |  |  | | --- | --- | --- | --- | | **Examination** | **Board/University** | **Year** | **Percentage** | | High School | ICSE Board | 2006 | 79.60% | | Intermediate | ISC Board | 2008 | 80.20% | | B.B.A | Graphic Era University, Dehradun | 2011 | 77.24% | |  |  |  |  | | |
| Extra Curricular Activities: | * Active participation in the cultural and sports activities held in school. * Won district level Table Tennis Championship. * Participated in State & district Level Table Tennis Championship. | |
| Personal Profile | Father’s Name  Date of Birth  Martial Status  Passport  Sex  Hobbies  Languages Known | Mr. Madan Singh Bisht  13th August 1989  Single  Valid Indian Passport  Male  Listening Music & Playing T.T  English & Hindi |

Declaration:

I, hereby declare that all the information furnished by me in this resume is true as known best to me.

(Yogendra Singh Bisht)