**AMIT KUMAR SAXENA**

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| **Objective:** |
| Work with an organization of high reputation wherein I can prove myself to be an useful human asset contributing them in the generation of additional revenue keeping in mind the social goals of the organization. | |

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| **Experience (1year)** |
| **Process Associate** (September 2013 to October 2014)  GENPACT(Greater Noida, SEZ, Sector 135)  Working with the **Finance & Accounting Team , Process :** One of the leading Property & Casualty Insurer in America (**R2R**) | |

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| **Roles and Responsibilities in Genpact :** |
| * Preparing a **balancing sheet** everyday to ensure that the **payments** recorded in the system are in **balance** including the exceptions. **(Reconciliation)** * Resolving the **payments** that gets stuck in the database system because of various reasons. * Keeping **proper details of the payments** made to vendors/Claimant/Insured that are **Tax Reportable complying with the US Tax Laws (IRS) and regulations.** * **Recording the tax reportable payments** into the system. * **Updating** the latest **details** of the vendor in the database as per W9 form. * **Input** Manually filled **Tax Forms** like 1099R, 1099INT,5498 etc into the system. * **Review** the **payments** to be made to the vendors/claimant/Insured and **release** the same. * **Ensure** that the **US laws and rules** are followed while **issuing** a **check**. * **Ensure** that the **payments** are **issued** with **proper payment type** and **withhold amount** taken from the check holds true. * **Check cancellation** decision if the check was **issued incorrectly**. * **Check Reissue** decisions. | |

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| **On spend Intelligence :** |
| * **Maintained** accuracy of the process and reports. * Prepared query trackers and error trackers. * Have been **appreciated** from the customer for good process knowledge and timely delivery of the updates. * **Awarded** with the two bronze award. * Lean **certified**. * Strong analytical and interpretation skills. | |

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| **Educational Qualification:** |
| Degree | College/ School | Year of passing out |
| B.COM.(HONRS) | K.C.M.T COLLEGE (M.J.P.R University) | 2013 |
| Intermediate | WOODROW SENIOR SECONDARY SCHOOL,BAREILLY (C.B.S.E) board | 2010 |
| High School | KENDRIYA VIDYALYA(N.E.R), BAREILLY  (C.B.S.E) board | 2008 |

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| **Project Undertaken:** |
| **SWOT analysis** of Hyundai Motors. | |

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| **Computer Skills:** | |
| * Worked on SAP * Accounting Software: Pumori, TALLY * Application Software: MS-Office, Mainframe, Next Gen * Programming Language: C++ programming | | |
| **Soft Skills:** |
| * Adaptable & Quick learner * Trustworthy & loyal * Motivating & leadership skills | | |

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| **Additional Skills :** |
| * Lean Training in Genpact * 4 Months tally 9.0 from authorized center e-school, Bareilly * Good typing speed * Creative artist * Regularly updated with search engine technologies | |

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| **Hobbies:** |
| * Playing badminton * Playing computer games * Editing photos * Intracting with new people * Travel new places * Listning to music * Always updated with search engine technologies | |

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| **Personal Information:** |
| Name: | AMIT KUMAR SAXENA |
| D.O.B: | 02.02.1994 |
| Father’s Name: | PRAMOD KUMAR SAXENA |
| Permanent Address: | OPP. GIMIC ART PRINTERS, ROAD NO.7, KRISHNA NAGAR,  IZZAT NAGAR, BAREILLY  (Uttar Pradesh) |
| Marital Status: | Unmarried |
| Nationality: | Indian |
| Languages Known: | Hindi & English |
| Gender: | Male |

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| Declaration: |

I hereby declare that the facts given above are correct to the best of my knowledge.

**DATE: - \_\_\_\_\_\_\_\_\_\_ (AMIT KUMAR SAXENA)**