

HEMANT SINGH

Software Developer

Tonk, India,
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WEBSITES AND SOCIAL LINKS

Portfolio:	https://hemantsingh-hs.github.io/portfolionew/	Project Bisection Method:	https://hemantsingh-hs.github.io/bisection/
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SUMMARY

Experienced Data Analyst with a background in finance coordination, vendor management, and operational support at Maruti Suzuki (via Diensten Tech Ltd). Skilled in managing vendor registration, payment processing, and attendance tracking for outsourced staff. Proficient in Microsoft Excel and ERP systems, with strong analytical and problem-solving abilities. Known for streamlining workflows and resolving cross-functional issues efficiently. Detail-oriented and adaptable, with a focus on supporting departmental goals in fast-paced environments. Currently pursuing a Master of Computer Applications (MCA) to enhance technical and analytical expertise for data-driven decision-making.

EXPERIENCE

01/2024 - 07/2025	Finance Coordinator Diensten Tech Limited, Gurugram, India <ul style="list-style-type: none">Coordinated financial operations, including invoice tracking and budget reconciliation.Supported data analysis on departmental performance and cost optimization. Coordinated between finance and operations to maintain accurate records.Managed spreadsheets and dashboards to track financial metrics for decision-making.Ensured compliance with internal financial procedures during audits.Purchase order creation using ERP and CL03 systems within Oracle applications.Managed the process of receipt creation, payment advice, cash purchase, and tax application for domestic and international services.Coordinated vendor registration processes, ensuring timely onboarding and compliance with company policies.Maintained attendance data for outsourced employees, including monthly punch records, ARS, overtime, and leave adjustments.Updated weekly shift plans based on testing schedules, including adjustments during week-offs and holidays.
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EDUCATION

2020 - 2023	Mathematics Acharya Narendra Dev College, Delhi University, New Delhi, India Bachelor of Science Honours, Mathematics, 8.29 CGPA
2019 - 2020	Banasthali University, Tonk, Rajasthan, India Senior Secondary School (12th) Score: 93.55%
2017 - 2018	Banasthali University, Tonk, Rajasthan, India Secondary School (10th) Score: 83.75%

SKILLS

HTML ★★★★★	CSS ★★★★★
JavaScript ★★★★★	My SQL ★★★★★
Python ★★★★★	Cybersecurity ★★★★★
VS Code ★★★★★	Basic Excel ★★★★★
ERP Systems ★★★★★	Budget management ★★★★★
Invoice processing ★★★★★	Vendor management ★★★★★
Effective communication ★★★★★	Problem solving ★★★★★
Java ★★★★★	

LANGUAGES

Hindi ★★★★★	English ★★★★★
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HOBBIES AND INTERESTS

reading	playing cricket
badminton	table tennis