

Sudhir Singh

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Greater Noida, UP

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Career Objective:

Seeking for opportunity and secure a position to contribute my skills effectively for the growth of the organization and my professional career.

Academic Qualification:

- BCom from Galgotias University, Greater Noida 2018.
- Intermediate from Heritage International School, Aligarh, UP under CBSE Board 2015.
- High School from Heritage International School, Aligarh, UP under CBSE Board 2013.

Work Experience:

Worked with **Genpact India Pvt. Ltd.** as **Process Associate** (July'18 – Oct'20)

Role/Responsibility:

- Worked in Accounts Payable profile as invoice processor with 100% accuracy.
- Worked on ERPs and workflow like Coupa, DMS, P4k Destiny and JDE.
- Worked as an internal auditor, prepared daily and monthly production report.
- Handled invoice effectively verified with accuracy and processing for payment.
- Worked with field sites and other departments to resolve AP issues.
- Analysis of payment cycle of invoice to meet SLA.

Internship:

1. Organization: Parle Biscuits Pvt. Ltd. (2018)

Project: Marketing Analysis of Parle

Key learning from the project:

- Understanding various distribution channels and marketing strategies.

Computer Skills:

- Sound knowledge of MS-EXCEL, MS-WORD, MS-POWER POINT.
- Good knowledge of Tally ERP 9.

Personal Profile:

Good Analytical ability, Result Oriented, Good Grasping Power, Team Player, Good listener, Honest, Adaptive to new environment.

Personal Details:

- Date of Birth: 08/09/1997
- Fathers Name: Mr. Kishan Singh
- Gender: Male
- Interests: Kabbadi
- Languages Known: English, Hindi.