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| **Career Objective** | I aspire to work with respected & growth oriented organization to develop my career & to gain a comprehensive understanding of different operation in the organization, so as to take an early responsibility and contribute meaningfully to the progress of the organization. |
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| **CURRENT EXPERIENCE**  **Previous Experience** | **Organization** : - **Bioworld Merchandising (India) Pvt. Ltd.**  **Designation : Sr. Executive**  **Department(Process)** **:** **Supply Chain(Operations)**  **Profile Overview :**   * Raising Purchase Order * Stock Analysis against bulk order and actual order * Vendor follow up via Email * Issue material and Ensuring stores have enough stock * Receiving goods in in-transit and Transferring goods from in-transit to actual WH upon validation of physically received goods * Releasing goods to ship to customers * Planning of procurement, production, inventory control, logistics and distribution management Correction of new hire update * Experience of liaising with forwarders and overseas companies to arrange collections. * Drop shipment * Train, develop and mentor newly hired personnel * Communicate objectives to line managers * Proven ability to ensure that products are delivered in a good state and on time   **Monthly activity**   * Cycle count * Replenishment of Goods * Inventory Gap Analysis * Ensure targets are met   **Genpact India** (Dec-10 – May-2015)    **Genpact** is the India’s largest provider of outsourcing services. **Genpact** is the sister concern of one of the world’s largest organization GE. For more than 10 years, Genpact have developed people, & pioneered technologies.  **Designation : Process Associate(Operations)**  **Department(Process)** **:** **Renewals and MIS**  **Profile Overview :**  .   * **Daily Activities**: - Preparing callable data. Logged In and out time data. * **Weekly Activities**: Prepare MIS data, Resolve client escalations and take calls with local clients. * **Month end Activities**: - Maintain Full month MIS Data to show the Genpact renewal performance and remove all the error from client end side and audits MIS Data. Making Invoices of all agencies and audit the work.   **Department(Process)** **:** **General Ledger Reporting**   * + Handling two markets (Germany and U.K) with excellent customer feedback.   + Purchase order Accrual Postings and reconciliation.   + Mass Allocation, Tax allocation run and postings.   + Intercompany matrix preparation for transactions between intercompany AR and AP.   + Revaluation run and reconciliation preparation.   + Trial balance testing and submission for all the four markets.   + Upstream and HFM reconciliations for finally submitted trial balance.   **Designation : Process Developer(F&A)**  **Department(Process)** **:** **AR Cash Application**  **Profile Overview :**  .   * **Daily Activities**: - Process EFT payments, Lockboxes, ARA adjustments, FEBA processing etc. * **Weekly Activities**: - Weekly manual activities preparation is performed for some major AR accounts. * **Month end Activities**: - Maintain ARA sheet and remove all the error from client end side and audit ARA’s.   **Genpact as a Process Developer Responsibilities in AR Cash Application Process.**   * Monthly Reporting of the process * Crossed trained in different markets * Reviewer for the different ARA’s adjustments * Trained new joinees and knowledge transferred with others. * Delivered all deliverables on time without escalations. * Extra responsibilities and initiatives- HR Catalyst, Fun bond. |
| **PROJECTS UNDERTAKEN** | Worked with ref key and profit center error data with client for improving errors. |
| **Previous EXPERIENCE** | **SB Sr. Sec Public School (Apr 07 to July-08).**   * Assistant computer teacher. * Handling Normal Accounts. * Maintain fees deposit Data. |
| **EDUCATIONAL Qualification**  **Professional**  **Qualification** | B.COM 2007 Kanpur University (Utter Pradesh).  10+2 2004 C.B.S.E  10 2002 C.B.S.E  M.B.A 2010 Punjab Technical University |
| **computer Proficiency** | MS Office, Internet Usage, SAP Applications, CODA financial, Sage 500 ERP |
| **Achievements** | * **Timely Promoted to next level as Process developer** * Completed different training which includes: Communication Skills, Presentation Skills, Advance Excel, different lean trainings * Got “Lean ace” certified two times. * Recognition- 2 Bronze (customer award) in 2011 and 2014. * Coffee with Vice president of Genpact for best performance at year end. * Submitted 2 Lean ideas for GL Reporting process all are approved by Genpact.. * Submitted 1 Lean idea for AR Cash Application process are approved by client. * Recognition -8 Bronze (Cheers Award) from 2011-2014. |
| **Personal Details** | Date of birth : 12TH May 1988  Father’s name : Mr Gyan Prakash Agnihotri  Marital status : Single  Hobbies : Flying kites and riding bicycle.  Language known : English, Hindi.  Passport : No |

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| **Personal Assets** | **Strengths**   * Self-confidence. * I have ability to cope with failures and try to learn from my mistakes. * Time Management * **Team Player**    + I like to work in team and have been an active participant in every activity.   + I work very well with all kinds of peoples and understand that everyone has different perspectives about work tasks, so I always prefer listening to other’s point of view * I am well organized & methodological and like to be neat with all of my work. * Positive attitude * Result oriented quick in terms of customer delivery. * Interesting to learn new things. |

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| Personal Statement:- |

Pan: BNMKL1236H

Passport: J7896532

Gender: Male

Dob: 19/12/1982

I **f**irmly **b**elieve that **H**ard **W**ork and **T**eam **S**pirit are **i**ntegral **p**arts of my **p**ersonality. I am looking forward to a **c**areer, which will provide me **a**venues for **c**ontinuous **l**earning and **d**evelopment through exposure to different **s**ituations which in turn will help me to **c**ontribute **m**ore and **m**ore to the **o**rganization I work for.

**I would appreciate your consideration for my application. Further I can assure you of my sincerity.**

**Date:**

**Place:** **SANDEEP AGNIHOTRI**