

CURRICULUM VITAE

GULZAR AKHTAR

Present Address:

H 52/1G Gulam Abbas Lane Kolkata - 700024

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Profile Summary:-

More than 4 years of experience in OTC domain, Worked on tools like SAP, Dynamics., Akritiv Prodesk and Proconnect, Having a good knowledge of Invoice processing and approving, Employee rebates and monthly closings. Mailbox handling, Client interactions over calls and emails.

Educational Profile

Exam Passed	Univ. /Board	Year of Passing	Division
B.Com (Hons.)	Calcutta University	2015	2 nd
Higher Secondary	W.B.C.H.S.E.	2012	1 st
Secondary	W.B.B.S.E.	2010	2 nd

Computer proficiency and Other Qualification

- *Having a good knowledge in EXCEL, WORD, POWERPOINT*

Corporate Profile

- *Joined GENPACT INDIA as Process Associate on 2nd June 2017.*
- *At present working in GENPACT INDIA as Process Developer in Order to Cash*

Roles and Responsibilities:

- *RPA Maintenance*
- *Creation of RPA processing and audit input*
- *Invoice processing and Approving*
- *Order entry*
- *Employee Rebates Processing and Audit.*
- *Perform month end closing*

Other Key Responsibilities:-

- ❖ Overseeing accounting procedures to ensure compliance with regulations
- ❖ Team Handling
- ❖ Day to Day client interaction over calls and emails
- ❖ Having knowledge of Order Entry

Achievements :-

- ❖ Given lean ideas to the process for process improvements
- ❖ Received reward and recognition for multiple times for continuous good performance and handling the process
- ❖ Gained maximum knowledge on OTC, Excel, SAP, Order Entry, Billing and monthly closing, Emailing.

Language Known:-

<u>LANGUAGE</u>	<u>READ</u>	<u>WRITE</u>	<u>SPEAK</u>
English	✓	✓	✓
Hindi	✓	✓	✓

Personal Data

<i>Mother's Name</i>	:	<i>Jahan Ara Begum</i>
<i>Father's Name</i>	:	<i>Jawaid Akhtar</i>
<i>Date of Birth</i>	:	<i>28th May 1994</i>
<i>Marital Status</i>	:	<i>Single</i>
<i>Nationality</i>	:	<i>Indian</i>
<i>Religion</i>	:	<i>Islam</i>
<i>Strength</i>	:	<i>I can adapt any type of environment easily.</i>

Declaration

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.

Yours faithfully,

Date:

Place: KOLKATA

Gulzar Akhtar