SANDHYA SINGH

✉ sandystuti18@gmail.com

📞 8299767056

📍 592 4H/715 Rajiv Nagar Kharika Teli bagh Lucknow

🚀 SKILLS

*Team building * MS- Excel,Word, PowerPoint *Good communication skills * Quick Learner * Problem Solving and Decision making

◈ OBJECTIVE

To add value in the organization & to enhance my skill and capabilities in conjugation with organizational goals and objectives so that I can prove myself as an asset to the organization which shall also allow me to grow as an individual and a professional.

💼 EXPERIENCE

Accounts Executive   Aug 2015 - Sept 2017

D Address Infrastructure

* Processing transaction and updating the ledger on daily basis.

* Book keeping

* Preparing annual budget .

Customer Support (Voice)   Feb 2018 - Aug 2018

Intelenet Global Services

* Handling escalations and complex queries.

* Handling calls on bank cards related queries.

* Manage large amounts of incoming calls.

Process Developer   Aug 2018 - Sept 2020

GENPACT

* Journal Entries Creation and Booking

* Review & Performing Month End Close activities

*Bank and cash Reconciliations

* General Ledger Reconciliations

* Finding and resolving open items in the accounts.

* Knowledge of JD Edwards, Oracle

* Preparing Accurals, Prepaids, USGAAP journals.

* Handling client queries related to payments or transaction bookings.

* Preparing KPI trainings and handling client critical calls.

* Monthly SOX controls.

Management Trainee

GENPACT

*Journal Entries Creation and Booking

* Review & Performing Month End Close activities

*Bank and cash Reconciliations

* General Ledger Reconciliations

* Finding and resolving open items in the accounts.

* Knowledge of JD Edwards, Oracle

* Preparing Accurals, Prepaids, USGAAP journals.

* Handling client queries related to payments or transaction bookings

* Preparing KPI trainings and handling client critical calls.

* Monthly SOX controls.

🎓 EDUCATION

Matriculation

Sacred Heart Senior Secondary School

1st Div

Intermediate

Sacred Heart Senior Secondary School

1st Div

Bachelors of Commerce

Lucknow University

1st Div

Masters of Commerce

Lucknow University

1st Div

🎗 ACHIEVEMENTS & AWARDS

* Lean Idea certified * Helps in automation of journal processing. * Re performance and hardwork. * Got promoted in GENPACT.

👥 LANGUAGES

English - Proficient In verbal and written

Hindi   - Native

👥 PROFESSIONAL

* JD Edwards

* MS-Excel

* Good MS-Word and PowerPoint knowledge

* Oracle

* Tally certified

👥 PERSONAL PROFILE

Name.   - Sandhya Singh
Father's name   - Yogendra Singh
Date of Birth   - 6 Feb 1992
Gender   - Female
Nationality   - Indian
Current City   - Lucknow