



Harinder Kaur

Analyst

Contact

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Skills

Problem-Solving

Data Entry

Excellent Communication

Training and Development

Account Reconciliation

Attention to Detail

Critical Thinking

Languages

Excellent Command over English, Hindi and Punjabi

Forward-thinking Operations Specialist bringing 9+ years of expertise in Finance Sector businesses. Cultivates rapport with individuals to optimize project goals and output, resolve complex problems and deliver innovative improvement strategies. Proficient in Concur, Appzen, Oracle R12 and BMC remedy. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2017-08 -
2023-04

Analyst

BlackRock Ltd, Gurugram

- Accountable for Travel and Expense Reimbursements Auditing and P2P.
- Auditing EER (Employee Expense Reimbursement) claims in Concur for UK, US, and EMEA region and approved or denied the same as per the T&E policy.
- Providing instant resolutions to Employees queries regarding Concur submissions, Payments and Others.
- Interface Rejection-Handling concur to oracle interface rejection invoices.
- Manual Booking-Handling booking of correction invoices manually at the time of correction of any incorrect entry in concur/Oracle.
- Employees Termination (working with HR Team)- Handling Employee termination processes on daily basis, where we contact employee for settlement of personal expenses balance on Amex card and cancel their Amex cards.
- Relocation-Handling internal mobility relocation process, if employees are getting transferred from one location to another in same organization.
- Corporate Cards and Employees cards related Queries.
- Working with Amex team regarding the corporate cards.
- Corporate cards payments-Handling monthly payment batches for the different card markets.
- Amex Reconciliations-Handling concur verses

Amex matching every month to check if we paid correct payment as per the actual balance.

- Handling Team calls/Meetings with FPS (Tech Team) to make the process smooth.
- Worked on UAT to get better performance of the concur.

2014-06 -
2016-10

Finance Associate

Sapient Consulting Pvt. Ltd, Gurugram

- Expense Reporting.
- Responsible for managing and approvals of employees' expenses India and Internationally.
- Providing Finance Exit Clearance to all the UK, US ,Canada and India based employees and recovering the money from them if applicable.
- Ensuring the expenses payment for US,UK, Singapore, Hong Kong and Canada based employees and vendor payments are being done on time.
- Running the payment batches for Canada, Singapore, UK, US, CNY and India and generating their invoices on timely basis.
- Reclassifying the PID for Billable and non-billable expenses in Oracle.
- Taking care of offline sheets and other unpaid expenses in oracle.
- Creating payroll entries for UK employees for processing salary.
- Run payment batches for all geographies including India and international on daily basis which includes taking care of exceptions in invoice batches
- Maintaining data for employees whose bank details are missing in oracle and regular follow up with employees for same
- Work with EA team for error out cases
- Responsible for calculating and Providing Per diems/Advances to travellers across India
- Ensuring to get the per diem receipts checked and sending the calculation to travellers for apparent tax on per diems provided
- Recovering the amount/forex as and when the trip gets cancelled or preponed
- Taking calls and solving queries related to Per

Diem Taxable Income.

- Skilled in making payments to vendor by entering the invoices in system
- Running the payments batches twice in a week to ensure the timely payments to vendors
- Sending invoice details to vendors as and when the payment is made
- Responsible for reconciling the payments made to vendor.

Education

2004-04 - 2005-03	10th <i>GHPS India Gate, GHPS India - New Delhi</i>
2006-04 - 2007-03	12th <i>GHPS India Gate - New Delhi</i>
2008-08 - 2011-08	Bachelor of Commerce: Accounting <i>University of Delhi - New Delhi</i>
2013-01 - 2015-01	MBA: Accounting And Finance <i>IMT Ghaziabad - Ghaziabad</i>

Accomplishments

- Resolved product issue through consumer testing.
- Documented and resolved issues with rejected invoices which were stuck in rejections and did not get interfaced correctly in Oracle which affected payment cycle.
- Won best Performer award for delivering multiple tasks with high accuracy throughout the year 2021.
- Being part of the Employee Engagement Forum, actively took part and organized several events and got recognized by leadership for my efforts.

Listening to Music and Travelling

Music helps me to stay calm and composed and also motivates me to perform and deliver to the best of capability.

Travelling and exploring new places provides me inner strength and makes me strong to face or handle difficult situations in my personal/professional life.