

Damanpreet Kaur

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Process Developer | Certified Investment Banking Operations Professional

Certified Investment Banking Professional Operation with over 4.5 years of work experience in Accounts Payable, Accounts Receivable and L&D

Professional summary	
<ul style="list-style-type: none">• Having 4+ years of Experience in Accounts Payable, Accounts Receivable and L&D with Genpact & NIIT Limited• Possess knowledge related to (Helpmate Tool, I Learn, Service Now, Cornerstone and EdCast) under Project (Shell, BP, Rio Tinto)• Worked on LDL, LMS and Salesforce (CRM) Tools for creating Virtual and Classrooms session & Processing Invoices under Project (Shell)• Skilled in Leadership, Public speaking, Analytical, Problem-solving, and Decision making• Ability to work interdependently within a team• Excellent documentation and time management skills• Monitor outcomes and evaluate the learning experience• Experience with PowerPoint, Excel, Outlook, and Word• Assisted in the design and development of course materials and manuals.• Assisted with monthly close activities and accounts payable reconciliations• Opened and assigned new vendor accounts; Re-negotiated payment terms with dozens of suppliers; Maintaining accurate financial records and reports• Reconciling Payable Reports Monthly to confirm the accuracy• Prepare and approve vendors checks, maintaining detailed records of all transactions in Excel• Provide Feedback to Course Participants	
Organization	Genpact
Duration	19 th August 2019 onwards-
Role	Process Developer
Project Description	GENOME <ul style="list-style-type: none">• Genome is a Learning platform that provide Numerous Training to Genpact Learners Globally• Tool: Edcast, Helpmate, CSOD, ILearn, Service Now
	<ul style="list-style-type: none">• Periodic Reporting of Program metrics, and dashboard• Assemble and review invoices to be completed for payment• Obtain proper information and/or data regarding invoice payments• Reconcile data from different sources for the payment• Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements• Managing the Audit for Team for quality work• Facilitate payment of invoices due by sending bill reminders and contacting clients
Contribution	

	<ul style="list-style-type: none"> • Generate Reports detailing Accounts Payable Status • Worked on Salesforce (CRM), Oracle, MTM Tool under Projects (Cisco and BP). • Worked on SOP's, Process Workflow • Worked on Team Performance Report (to provide daily productivity information or view to SMEs) • Performed Root Cause Analysis (RCA) to identify gaps and to provide solutions • Support and shadow production to New Joiners and to ensure task completion as per SLA Timeliness with Accuracy • Analyzed Dashboard, prepared different Tracker (related to Process) on MS Excel • Familiar with Cornerstone, DevOps, Azure • Managing L3 level issues for CSOD and EdCast • Help 3 teams (ICS, IMSSO & TSEC) with queries and issue • User Management from Access to Recon
Organization	NIIT Limited
Duration	17 th April 2017 to 31 st Jan 2019
Role	Training Coordinator
Project Description	Shell, Rio-Tinto, BP NIIT provides Training Solutions to Learners Globally Tool: Salesforce, SABA
Contribution	<ul style="list-style-type: none"> • Handled LDL and LMS tools for creating Virtual and Classroom session • Performed all the activities (Pre, During, and Post) the Training • Processed, and generated the purchase order, invoices and certificates for Shell, BP delegates • Processing high-volume invoices • Ensuring that the payment of invoices is completed within a timely manner and by payment terms • Matching, batching and coding invoices. • Handling monthly customer billing and adjustment • Worked on Salesforce (CRM) tool for performing different activities included in the business

ACHIEVEMENTS:

- Awarded Team of the Quarter for Shell in NIIT-2018.
- Awarded Twice with Star of the Month for achieving more than the target CPS and maintain 100% SLA.
- Became an excellent communicator and gained the proficiency to communicate at all levels
- Received appreciation for maximum productivity and for handling Outbound team effectively in absence of T.M and P.M
- Awarded with Best Performer for taking the ownership of Critical Activity

Degree	Year	Institute / University
PGDM	In-Progress (March-2023)	Institute of Management and Technology, Ghaziabad
Certified Investment Banking Operations Professional (CIBOP)	Sep-2022	Imarticus Learning <ul style="list-style-type: none"> • Certified Investment Banking Operations Professional <ul style="list-style-type: none"> ○ Securities and Derivatives. ○ End to end Trade life cycle of Listed and OTC products. ○ Functioning of Clearing and Settlement systems. ○ AML/KYC. ○ Asset Management Risk Management
B.com	2010-2013	University of Delhi
Std. XII, CBSE	2008-2009	Suraj Bhan D.A.V Public School CBSE, New Delhi
Std. X, CBSE	2006-2007	B.B.S.B.M Secondary School CBSE, New Delhi

Strength

- Strong leadership skills with an ability to motivate team in achieving targets and goals.
- Always dedicated and focused towards my work.
- Ability to work and perform under pressure.
- Positive, Detail Oriented & Organized Professional
- Good and Life-Long Learner

Personal Details

- Address: Ramesh Nagar, New Delhi, 110015
 - Father's Name: Gurinder Singh
 - Languages Known: Hindi, Punjabi and English
 - Email Address: damankalra03@gmail.com
- References:** Ajoy Chakraborty Project Lead- Leaning and Development | NIIT Limited +91 8876146991 | Ajoy.Chakraborty@niit.com