*Curriculum Vitae*

**SATARUPA MITRA**

Process Associates (A3),

In Finance and Accounts domain, Time & Expense Module

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT INFO**

* 53 Peary Mohan Sur Garden Lane Kolkata – 700085
* satarupamitra1511@gmail.com
* + 91 84204 16847 / 89812 66885

**PERSONAL DETAILS**

* Date of Birth :15.11.1989
* Gender : Female
* Nationality : Indian
* Religion : Hinduism
* Language : English, Hindi & Bengali
* Hobbies : Listening Music & Reading

Books

* Status : Single
* Passion : Teaching

**COMPUTER KNOWLEDGE**

* ERP: GFS R12 (Oracle)
* MS Office: Word, Excel, PowerPoint

Outlook

* Accounting Software: Tally 9

**EDUCATIONAL QUALIFICATION**

* ***M. Com (Commerce), Vidyasagar University***

2011 – 2013 / 48.38%

* ***B.Com (Hons), Calcutta University***

2007 – 2010 / 57.63%

* ***Higher Secondary (Commerce), WBCHSE***

2007 / 69.20%

* ***Secondary, WBBSE***

2005 / 64.75%

* **CARRER OBJECTIVES**

To work in a challenging environment and steadily building an outstanding career thereby making an irreplaceable contribution to the company by the way of accelerated progress towards respective goals. To achieve excellence by working with highest professional standards.

* **DECLARATION**

I, do hereby declare that all the above information provided by me is true for the best of my knowledge and belief.

* **WORK EXPERIENCES**

Currently associated with “Capgemini Technology Services India Limited” Since November 2015

***Job Profile –***

* Processing Expense Reports in Concur (My Expense) by doing Audit in compliance with North America Travel and Expense Policy
* Processing hours re-class in Replicon (Time Tool) and time sheet opening requests
* Preparing Time report for a specific Client every Tuesday and sharing it with onshore SDM
* Handling user queries for Time and Expense via outlook and supporting helpdesk by attending to calls from onshore users
* Raising, Updating and tracking of L1 Ticket for Time and Expense related issues, Preparing Gift Card Reporting file and sending to North America Payroll for tax deduction
* Preparing Issue Log tracker for the month and publishing to the DEX Team (Delivery Excellence Team)
* Working with TL on Month End KPI report and Dashboard preparation
* Prepare the monthly team VOC (Voice of Customer) dashboard and publish it to the team DL

***Supplementary Activities –***

* I, being the IMS representative for my Team, I closely work with the Quality Team on QMS and ISMS``
* I always ensure that QMS data for team is updated and team is always aware of ISMS policies and adopts the changes accordingly
* **Accomplishments**
* Awarded Certificate of Recognition for excellent performance in process in May-2017
* Rewarded cash prize for exceptional performance in Apr’16, May’17 and Sep’17
* Actively participated in testing of Expense Tool (My Expense) implementation for North America
* Actively took part in testing of Time tool (Replicon) for new BU implementation for North America