HARDEEP SINGH
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Professional Summary

Analytical and detail-oriented Business & Financial Analyst with 6+ years of experience in financial reporting, data analysis, and process optimization across global organizations. Skilled in leveraging SAP, Excel, and Python to improve data accuracy, streamline workflows, and support strategic business decisions. Recognized for delivering measurable client value and operational excellence. Currently pursuing a Master's in Business Analytics to deepen analytical and financial modelling expert

EXPERIENCE

Accenture Solutions Private Limited   Mar 2023- Aug 2024
Gurugram, India
Business Analyst

- Conducted end-to-end **financial and business analysis** of high-volume travel and expense data for global client *Coty*, ensuring compliance and accuracy across multiple regions (Netherlands, France, UK).
- Managed **weekly payment proposals** and reconciliations in **SAP**, improving accuracy and ensuring 100 % on-time employee reimbursements.
- Diagnosed and resolved **AMEX card and account issues**, reducing exception cases by ~20 % through structured data validation.
- Used **ServiceNow** to investigate and close employee-reported financial issues, improving resolution time by 30 %.
- Partnered with finance and compliance teams to enhance **internal controls** and maintain audit readiness.
- Delivered daily performance reports and managed workload distribution to maintain operational KPIs.
- **Key Achievement:**
  Awarded **Encore – Star of Business (Q2 FY24)** for exceptional client value creation and operational excellence.

A&D Global Freight Private Limited   Oct 2019 - Feb 2023
New Delhi, India
Accounts Analyst

- Analyzed **financial statements and transaction data** to identify discrepancies and ensure accurate reconciliations.
- Implemented **process improvements and internal controls**, reducing reporting errors by 15 % and improving audit reliability.
- Performed **variance analysis** and root-cause evaluations to identify cost-saving opportunities.
- Streamlined workflows across finance and operations, increasing efficiency by 20 %.
- Introduced **quality-check mechanisms** that lowered data entry errors by 30 %, strengthening data integrity.
- Presented monthly **financial performance reports** to leadership to support data-driven decisions.
- **Key Achievement:**
  Recognized for introducing data-driven methods that enhanced **financial transparency** and process efficiency.

Ganga Academy   April 2019 - Present
New Delhi, India
Owner and Teacher

- Taught **Mathematics and Accountancy** to 100 + students annually, maintaining a 100 % pass rate and 50 % top percentile performance.
- Developed customized study materials, improving outcomes by 30 %.
- Mentored students for competitive exams, achieving 80 % success in CUET reasoning tests.
- Built an engaging and structured classroom environment, earning 95 % student satisfaction.

Project

- **AI-Based Job Recommender:** Built a Python NLP model to match candidate resumes with job descriptions using TF-IDF and cosine similarity, improving job fit predictions.

EDUCATION

University of The Pacific   Expected: Dec 2025
California, Stockton
Master of Science Business Analytics
Coursework: Data Analytics, Predictive Modelling, Financial Analytics, Business Intelligence, Machine Learning

University of Delhi   Dec 2020
New Delhi, India
Bachelors in commerce (accountancy and business)
Focus: Financial Accounting, Business Economics, Corporate Finance

SKILLS
- **Technical & Analytical Tools:**
  SAP | Concur | Advanced Excel (Pivot Tables, Macros) | Python | MySQL | Tableau | Power BI | GitLab | Microsoft Word
- **Business & Financial Analysis:**
  Financial Reporting | Forecasting | Budgeting | Process Improvement | Variance Analysis | KPI Tracking | Data Validation
- **Soft Skills:**
  Attention to Detail | Collaboration | Problem-Solving | Communication | Stakeholder Management | Adaptability.