

Shubhangi Shinde

Resume

Career Objectives

To achieve a challengeable position in a firm where I can utilize my skills and contribute in the success and growth of the firm.

Professional Experience

1. Company Name: UPS Logistics

Period : From 2nd Oct 2017 to 10th May 2019

Designation : Billing Co-ordinator

Work Profile :

- Working for Billing Incentives team.
- Responsible to calculate the payments based on contracts made with customer.
- Do analysis to process rebates for customer.
- Understand the contract language to ensure which type of incentives to be provided.
- Monitor customers revenue to ensure customer is getting additional incentives.
- Accrue monthly amount in the books based on prorated revenue for payment to customer
- Calculate payments for the packages delivered late to customer.
- Process data in MS-Access for big revenue customer
- Checking % for additional incentives by calculating revenue to meet tier bands.
- Calculate all payments within the payment period of customer.
- Ensure all payments are sent to customer on right address.
- Ensure a high-quality customer satisfaction, by adhering to timely payments.
- Collating and sending detailed files of team for SCS (Supply Chain Solution) data to get it validate from offshore team.
- Help to make understand payment calculation to pricing team.
- Help in audit the payments calculated by team members.

2. Company Name: UPS Logistics

Period : From 2nd July 2012 to 29th Sept 2017

Designation : Process Auditor

Work profile:

- Worked for Incentive Administration System team
- Creates contracts for the customer as per the request from AE

- Compare the incentives with the revenue of customer
- Key enter all incentives as per contract specification in system
- Audit all the contracts key entered by team members
- Resolve the queries of team members, provide feedback on errors
- Publish daily accuracy report to team and higher management
- Get on call with offshore team to understand new updates
- Provide training to new joiners

3. Company Name: UPS Logistics

Period : From 7th Feb 2011 to 29th June 2012

Designation : Billing Associate

Work profile:

- Worked for billing suspense
- Correct the errors for tracking ID and send for billing
- Cross check tracking ID in On-demand system to avoid duplicate billing
- Update errors in the database for team and send report to offshore team
- Check old items lay in system and get them resolved from users
- Audit CBS tracking IDs
- Provide feedback on errors and get them correct to bill further
- Work on reports in Citrix and provide those to higher management

Strengths

- Good Team Player.
- Ability to adapt to a new environment with ease.
- A positive attitude towards my work.
- Approachable and transparent style of working.
- Self disciplined, organized.
- Flexible attitude and good at meeting deadlines.

Skills

- Hands-on experience of MS-Office.
- Good Communication Skills.
- Decision Making and Problem Solving Skill.

Achievements

- Rewarded 3 times as Best employee of Month
- Achieved Customer Experience award

Education

- MBA in Finance specialisation from Pune University in 2010 with 58%.
- BBA from MIM, Solapur in 2008 with 66%
- HSC from Pune Board with 53%
- SSC from Pune Board with 64%

Personal Information

Name : Shubhangi Prashant Shinde
Date of Birth : 12th September 1987
Gender : Female
Address : B2-508, Green Hive, Harpalewasti, Bhekrai Nagar, Phursungi, Pune.
Mobile No. : +91-9975887569
Languages : English, Marathi, Hindi
Hobbies : Playing Badminton, Listening Music.

I declare that the information contained in these Curriculum Vitae is true to the best of my knowledge and belief.

Shubhangi Shinde