

GAGAN MALHOTRA

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Address: B-2/47, Yamuna Vihar, Delhi-53.

OBJECTIVE

Being a committed team player, I want to be a part of a renowned organization, to contribute toward the growth of the organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization

TECHNICAL QUALIFICATION

C Zentrics, Oracle, Microsoft Word, Excel, Power Point, Outlook
Express and Internet Applications.

ACADEMIC QUALIFICATION

- Pursuing MBA (Finance & Accounting) from Amity University (Weekend mode) (Noida)
- Pursuing DOEACC "O" Level.
- B.com from Delhi University, 2016
- 10+2 from CBSE BOARD, 2013
- 10th from CBSE BOARD, 2011

SKILL SET

- Patience and having a calm manner.
- Thorough knowledge of accounting.
- Ability to quickly analyses complex problems and negotiate with third parties.
- Aware of policies and procedures regarding equal opportunities, risk assessment, confidentiality etc.

WORK EXPERIENCE

GENPACT INDIA PVT LTD. **Process Developer (September 2019 to Present)**

- Preparing accruals, posting Journals.
- Response to queries related to AP/AR process.
- Sending month end statements and taking confirmations from the counter entities.
- Meet service level agreements and performance targets related to the R2R processes.
- Support on Internal/External audit.
- Processing monthly payments and settlements.
- Responding to customer query over emails, chats and telephonic calls.
- Taking calls with UK clients for resolving queries, & other business reporting purpose.

TECH MAHINDRA LIMITED **Associates Analyst GST (June 2017— September 2018)**

- Looking after entire accounting GST process.
- Doing various accounting entries in C ZENTRICS.
- Resolving issue related to GST of our new and existing clients and working on GST in Online/ Offline mode.
- Documents financial transactions by entering account information in GST.
- Resolving issues related to GST of our new and existing clients.
- Filing Return in GST of our various clients.
- Checking mails and responding to the queries in stipulated time.
- Handling day to day accounts transaction of our clients.
- Keeping records of payment in GST and verifying the same.
- Working on GST in Online/ Offline mode.

RJCP SUBHAS MISHRA AND CO.
Account Executive (May 2016 — June 2017)

- Performed general office duties and administrative tasks.
- Maintaining books of accounts including cash books.
- Prepared weekly confidential sales reports for presentation to management.
- Reporting the daily, weekly and monthly fund statements.
- Maintaining day-to-day cash inflows and outflows, books of accounts- bank books& Cash Books.
- Keeping records of billing invoices and verifying the same.
- Verification of account budget and invoice with the client.
- Scheduled client appointments and maintained up-to-date confidential client files

ACHIEVEMENT

- **Earned 2 times RNR AWARD** for best performance in **Tech Mahindra**.
- **Earned RNR AWARD** for best performance in **Genpact**.

ACTIVITIES

- Participated in various activities like sports, dance, hiking etc.
- NCC 'A' Certificate Holder.
- NCC 'Camp' Certificate Holder.

**PERSONAL
INFORMATION**

Name	Gagan Malhotra
Father Name	Sanjay Kumar Malhotra
D.O.B.	21 st May 1995
Marital Status	Single
Language	English & Hindi and Punjabi
Religion	Hindu
Nationality	Indian

DECLARATION

I have declared that all the information mentioned in the resume is correct in my knowledge and belief.

Date.....

(GAGAN MALHOTRA)

Place: New Delhi