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in @ramandeep-sihra

SKILLS

- DATA VALIDATION
- DATA PROCESSING
- DATA EXTRACTION
- DATA VISUALIZATION
- NUMERICAL
- ANALYTICAL
- TEAM WORKING
- REPORT WRITING
- ORGANISATION

SOFTWARE

- T-SQL
- SSMS
- SAP- ERP
- UNIX
- MASTER DATA MANAGEMENT TOOLS
- MICROSOFT SHAREPOINT
- MICROSOFT DYNAMICS
- TANGO
- BASWARE
- MICROSOFT WORD, EXCEL, ACCESS & PRESENTATION

EDUCATION

Brunel Univeristy 2011-2014

BSc Business Management (Accounting)

Greenford High School 2009-2010:
A-levels:
AQA Applied Business Studies (Double award)
AQA Information Technology
2008-2009:
AS level including: AQA English Literature

ACHIEVEMENTS

- Improved processes by creating incorrect vendor & statistical KPI reports reports.
- Created a fully functional invoice application.
- Recognised for IBM Tivoli user group certification schedule planning and invigilator assistance.

RAMANDEEP SIHRA

FINANCIAL SYSTEMS ASSISTANT

PERSONAL PROFILE

A numerical and analytical individual who has a mature and responsible approach, now wanting to develop a career as a Data Analyst. Dedicated, eager and willing to take up positions where there is an opportunity for continual growth.

WORK EXPERIENCE

Financial Systems Asistant

DB Schenker | January 2018- Present

- Responsible for Running all Daily Reports in Tango, Procars, Basware for the SSC Team
- Create and update Basware Approver reports (Weekly Basis).
- Open all COD (Cash on Delivery) Accounts, Credit and Vendor Accounts.
- Data management and maintenance for all SAP,Tango, Globus and Procars accounts.
- Act as first point of contact for for data and account queries.
- Assist in Clearing all interface errors in all systems.
- Train Finance Administrators on how to use the systems Basware and Procars.
- Ensure all systems & auditing processes are adhered to and cover Financial Systems Analyst.

Finance Administrator

DB Schenker | August 2016-December 2018

- To provide an efficient Data Processing and Validation services for the UK.
- Data Processing of UK's Vendor mail, received by post and Email.
- Data Validation and line item capture and coding (operational charge codes).
- Dealing with supplier disputes, maintaining the disputes inbox.
- Clearing unprocessed, returns and cancellation queues in Basware on a daily basis.
- Inter-department tasks and ad-hoc.

Partner Incentives Support Analyst

Microsoft | December 2015-Feburary 2016

- Validating large volumes of Incentive requests, to determine eligibility according to business and program rules.
- Provide Validation Status reports to internal and external stakeholders.
- Adhere to process SLAs.
- Maintain and refresh MS Excel macro-based reports used for data validation.
- Investigate and respond to queries and resolve duplicate incentive requests.
- Regulate proof of execution Audit on Incentive requests.
- Leverage internal systems and tools to maintain highest standards of data accuracy and integrity.
- Challenge existing processes and suggest improvements as needed.
- Create and maintain end-to-end process documentation.

Invoice Application creator (work experience)

Iview Security | May-August 2010

- Created a new invoicing application using Microsoft Excel. Used various formulas, V-lookup, drop-down lists and Macro buttons.
- Responsible for creating a user friend system that produced accurate numerical calculations and fulfilled all company requirements.

Booking Asissitant - L&D Team (Work Experience)

IBM | June 2006

- Booking and confirming classes by the deadlines.
- Aid in creating advertising campaigns for competitions held at the training events.
- In charge of setting up exam rooms within the educational department of IBM.