

# Sanjay Mazumdar

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## Education

Drexel University  
Degree Awarded: Bachelor of Science in Business Administration, Major: Finance

Philadelphia, PA  
Graduated: June 2013

## Organizations

- Old Bridge Toastmasters: designed to improve leadership, communication and presentation skills.
- Drexel Finance Investment Group: focuses on different aspects of investing, logistics and marketing.

## Certifications

- Financial Modeling & Valuation Analyst (in progress): learning the most important skills to become a financial analyst including accounting, budgeting, forecasting, strategy and Microsoft Office Suite.

## Employment Experience

### **Coworx Staffing (Temporary)** **Financial Analyst**

Watchung, NJ  
January 2019 – May 2019

- Analyzed company income statement and balance sheet to identify and examine all discrepancies.
- Used Microsoft Dynamics to confirm payroll data to be processed is aligned with the company budget.
- Participated in the monthly and quarterly account reconciliation process for the balance sheet.
- Evaluated financial reports via Microsoft Excel to ensure data was correct.
- Organized reports via Microsoft Excel (v-lookups, pivot tables, etc.) to simplify spreadsheet analysis.

### **Firmenich (Temporary)** **International Human Resources Specialist**

Princeton, NJ  
July 2018 – January 2019

- Ran SAP reports for colleagues inside and outside of the department (IT, Legal, and Compensation).
- Coordinated with the Finance and Accounts Payable department for vendor invoice processing.

### **Siemens Corporation/Functional Shared Services North America** **International Human Resources Specialist/Accounts Receivable Coordinator**

Orlando, FL  
August 2013 – May 2017

- Supported Global Mobility department with Human Resources Information System (HRIS) maintenance.
- Comprehend the Siemens delegation administration process to gain strong understanding of the business.
- Reported Global Mobility costs to Finance department at the end of each month, quarter and year.
- Assembled and analyzed HRIS reports on a weekly basis for management to evaluate further.
- Analyzed outside vendor reports on a weekly basis to make sure costs aligned with department budget.
- Partnered with Payroll department to process employee reimbursement for expenses during delegation.
- Collaborated with Payroll department to collect tax returns, tax extensions and tax equalizations.
- Accumulated and distributed monthly remuneration breakdowns for countries' tax requirements.
- Uploaded tax orders and tax documents into a KPMG portal following a specific naming convention.
- Filed tax returns and audited tax payments to ensure compliance requirements were met.

### **Siemens Corporation/Global Shared Services North America (College Co-op)** **Accounts Receivable Coordinator**

Iselin, NJ  
June 2012 - September 2012

- Contacted Siemens departments to verify billing codes and updated HRIS accordingly.
- Assisted Finance, Billing and Global Mobility department in collecting \$500,000 in outstanding fees.

## Relevant Skills

Microsoft Office Suite (expert in Microsoft Word, Excel and PowerPoint)  
SAP and ERP Systems (PeopleSoft, Oracle and Fusion)  
SharePoint

COGNOS TM1  
Google Analytics and AdWords  
SQL, R and Tableau