**Resume**

Name: Namrata Yogendra

E-mail: [namrata.yogendra418@gmail.com](mailto:namrata.yogendra418@gmail.com) Mobile:9717897548

Address: House 165 8th Cross, 18th B, JP Nagar Phase 2

Marenahalli Palya Bangalore

**Work Experience:**

* Currently handling profile of Process Associate in **Genpact India Pvt Ltd, Gurgaon from November 2014 till date**

**Responsibilities:**

* Handling the Card Management Team.
* Audit of Expense Report.
* Verifying the Expense Report.
* Providing the Travel and Entertainment Card.
* Providing the Purchase and meeting Card.
* Taking care of submission of Expense report.
* Handling the customer query regarding the card on phone.
* Serve in timely manner.
* Processing a high volume invoices.
* Handling all telephone inquiries relating to accounts payable issues.
* Corresponding with vendors and respond to inquiries.
* Documenting all accounts payable transactions.
* Compiling management reports and assisting with audits.
* Completing balance sheet reconciliations.
* Collecting all invoices and obtaining approval for payment.
* Matching, batching and coding invoices.
* Completing accounts payable.
* Creating historical records by scanning documents.
* Maintaining vendor files. Raising and tracking invoices.
* Checking the filing of invoices.
* Checking the accuracy of figures and calculations.
* Expense report auditing.
* Recording all cash activity on a daily basis.
* Chasing up outstanding customer accounts.
* Providing support documentation for audits.
* Matching cheques to corresponding invoices.
* Handling the Profile of Accounts Manager in **Fast dial Services Pvt Ltd,Patna from June 2012 to August 2013**

**Responsibilities:**

* Preparing All MIS Reports as per instructions of the company Directors
* Ensuring Online Salary payments
* Checking all entries in Tally is proper
* Communication with the Regions-Oral and through mails on payments
* Handling Petty Cash & procurement
* Checking Transfer List and Mails for Transfer for all payments including Petty Cash
* Preparing of Monthly Projections of Receivables and Payments
* Preparation of Billing
* Bank Reconciliation
* Keeping a track of Net Banking details
* Statutory Payments i.e. Service Tax , TDS, PF, ESIC & PT
* Prepare Bill Status Reports
* Prepare Debtors, creditors outstation Reports
* Designing & Implement strategies to minimize expenditure
* Answer inquiries regarding checking and savings accounts and other bank related products.
* Attempt to resolve issues and problems with customer’s accounts.
* Initiate and open new bank accounts.
* Explain, advise on and promote bank products and services to customers
* Responsible for bringing in new customers and boosting the bank’s profits.
* Create and analyze management information and reports, which are sent to branch staff and also to the head office
* Interact with local chambers of commerce, development agencies, solicitors, accountants etc
* Receive and count working cash at beginning of shift.
* Identify bank customers, validate and cash checks.
* Accept cash and cheques for deposit and check accuracy of deposit slip.
* Process cash withdrawals.
* Perform specialized tasks such as preparing cashier’s checks, personal money orders, issuing traveler’s checks and exchanging foreign currency.
* Perform services for customers such as ordering bank cards and checks.
* Receive and verify loan payments, mortgage payments and utility bill payments.
* Record all transactions promptly, accurately and in compliance with bank procedures.
* Balance currency, cash and checks in cash drawer at end of each sh

**2.**Handling Profile of **Operation Officer in ICICI Bank Ltd,Moradabad from August 2011 to March 2012**

Handling Cash, Clearing and Loan department and Exp. Of finacle Entries, Fund Transfer, NEFT, RTGS, DD Printing, Clearing (Inward, Outward, CMS),Cash Remittances and and Loan-processing experience at ICICI Bank, Moradabad.

**Responsibilities:**

**Clearing Department**:

* MICR returns and Cash Management Services (CMS).
* ECS includes file lodgment, file processing, returns and reconciliation.
* CMS includes cheque collections (local, core banks, outstation), Cheque realization etc.
* Daily reconciliation of office accounts, Government tax challans, MIS generation & reporting, monthly and fortnightly returns etc.
* Handling Customer Queries along with operational part of the bank including DD/PO, FD/RD, Bills & vendor payments, other regular and miscellaneous expenses, account modifications, captured card retrieval, Cheque book issuance and more.
* Perform quality checks to ensure that defined guideline for the **KYC** customer
* Well versed with **KYC / AML** policies, take responsibility of internal / external customer queries.

**Cash Department**

* Maintained proper daily records of monetary transactions and balances in the bank.
* Ensured payments were made to authorized persons by verifying names, details and signatures properly.
* Assisted customers in depositing cash and checks by comparing the sum received to the amounts listed on the deposit slip.
* Recorded transactions in print as well as on the computer database of the bank, so as to create statements and receipts for the customers.
* Used counting machines and other equipment to maintain an accurate record of the currencies deposited and shipped to other bank branches; forwarded this information to the manager.
* Sorted out confusions and discrepancies related to consumer accounts and transactions.
* Assisted customers in opening up new accounts by helping them complete documents, and processing important information.

**Internal Audit**

* Verification of documentation with respect facilities offered to customers on the basis of supply chain finance of the client (sanction letter containing all the details)
* Monthly reporting on the areas of operations to the management and submission of queries with respect to

MIS errors and compliance with the policies statutory policies.

* Inventory valuation audit for various Banks
* Internal and Stock audit experience of MNC companies.
* Categorizing applicable regulations into a) multi layered compliance categories and b) multi layered business taxonomy.
* Conducting gap analysis within banks’ internal policies and manuals to determine their compliance requirements are adequately manifested in their controls.
* Interacting with third party business consultants for validation of mapping.
* Interacting with compliance platform vendors to ensure that mapping is uploaded on their platforms adequately

**GENERAL COMPLIANCE**

* Audit of Financial Statement, ensuring the compliance of accounting standards, provisions of Company law etc
* Verification of compliances with Indian GAAP, Standards on Auditing, Guidance Notes, Corporate Law
* Compliance of Banking Regulation and Income Tax Regulations

**Key Features:**

* Business development by acquiring CASA and FD
* Financial & Tax Planning on current and best practices within given business sector
* Planning and coordination of activities of team members
* Support finance team with accounts & audit.

3.Handling profile for **Academic and Student Counselor in Head Ahead Consultancy in Nagpur from June 2009 to July 2011**

**Responsibilities:-**

* Handling student queries
* Mapping of college for better future prospect to the student
* Providing full knowledge to guardian as well as student about the admission process and Ensuring Quality and performing my duties within TAT.
* Handling cash Transactions.
* Attend enquiries over phone or in person from students, parents, professionals, industry, etc. in a professional manner.
* Perform administrative duties as deemed essential as and when required.
* Assist in HR Related activities

**Professional Qualification:-**

* DIPLOMA IN FINANCIAL SERVICES FROM ZAKIR HUSSAIN PATNA
* POST GRADUATE DIPLOMA IN BANKING OPERATION FROM NIIT PUNE
* DIPLOMA IN FINANCIAL MANAGEMENT AND ACCOUNTING FROM AUCTUS CONSULTING,NEW DELHI.

**Education:**

* B.B A(Finance) from Pune University, Pune in 2009
* Intermediate from Bihar Board in 2006
* High School from CBSE. In 2004

**IT SKILLS**

* Hands on with Tally ERP 9.2
* Well versed with Microsoft Excel, Word, Power Point

**PERSONAL DETAILS**

Martial Status: Married

Date of Birth: 20-11-1987

Languages Known: Hindi English

Location : Gurgaon