**CURRICULUM – VITAE**

**SUMEET ARORA**

CAREER OBJECTIVE

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

**EDUCATION QUALIFICATION**

 2009- Passed 10th examination from CBSE board.

 2011- Passed 12th examination from CBSE board.

 2014- Passed B.COM from DELHI UNIVERSITY.

 2021-MBA in operational Management from Amity University Noida

WORK EXPERIENCE

**Genpact Pvt Ltd** (August’20 - till date) (Management Trainee/ Senior Analyst)

* Successfully completed KT (Knowledge training) for new food processing & transportation process (**region Europe**) for cash application for 60 days remotely.
* Created DTPs & SOPs for the process for all the activities.

*JOB PROFILE:*

* Applying cash received from food processing & transportation companies
* Processing refund based on the request received from controlling/logistic team.
* Resolving all on-accounts / unapplied payments
* Daily reconciliation of payments (Bank vs G/L)
* Perform month end closing activities (Bank reconciliation, Balance sheet reconciliation & clearing of G/L)
* Maintaining the mailbox and responding on email within stipulated TAT
* Resolving queries of customer related to cash application

*ADDITIONAL RESPONSIBILITES:*

* Handling client call, audit report creation & SLA report creation
* Preparing the Daily dashboard for Performance analysis

*ACHIEVEMENT*:

* Received bronze award for efficiently handling the new process work
* Received silver award for client appreciation

**Accenture services Pvt Ltd (**May’16 - August’20) (Analyst)

*JOB PROFILE:*

* Applying cash received from hotel properties
* Processing refunds.
* Identifying the payments come through wire reports and claim them as AR.
* Maintaining the mailbox and responding on email within stipulated TAT.
* Resolving all on-accounts payments.
* Resolving queries of customer related to cash application.
* Processing refund on the basis of customer/properties request across the globe.
* Validating and applying manual journal entries.
* Daily reconciliation of payments
* Trained on basics of business excellence /operation excellence.
* 100% adherence to client data protection(CDP)

*ADDITIONAL RESPONSIBILITES:*

* Preparing the Daily dashboard for Performance analysis.
* Training new hires in the team
* Working towards optimization of process.
* Sending EOD reports and showing 100% TAT and accuracy.

*ACHIEVEMENT*:

* Received special recognition award in Accenture for excellent performance.
* Received top performer award in Accenture for client appreciation.
* Received spot award for handling new process work efficiently.

*CO-CURRICULAR ACTIVITES*:

* Taken part in inter society badminton tournament.
* Taken part in inter school badminton zonal.

*CERTIFICATION*:

* Diploma in financial Accounting using tally ERP-9 from **NIIT**.
* Skill course from **BRITISH COUNCIL**.
* Computer training in information system for auditing and cost Management from **Institute of cost Accountant of India.**

*SKILLS*:

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Tally ERP-9
* PeopleSoft Oracle ERP
* SAP ERP
* A-eins (A1) ERP

*PERSONAL PROFILE*:

* Father's Name : SUNIL ARORA
* Date of Birth : 27th SEP 1993
* Address : B-23, Balaji CGHS, sector-3, Plot no-7, Dwarka, New Delhi,110078
* Nationality : Indian
* Sex : Male
* Marital Status : Single
* Languages Known : English & Hindi
* Email ID :Sumeet.arora2709@gmail.com
* Phone Number :9958263622

*DECLARATION*:

• I hereby declare that the above statement is true to the best of my knowledge & belief. If you give me a chance, I prove my worth.

(THANK YOU)