SAMEER SAINI
Process Developer

Demonstrated the ability to complete tasks accurately despite interruptions and competing demands.

Email Address:-
sainisameer10@gmail.com
Phone No.: -
+91 8860485303
Address: -
113-G Sector-4 Pushp Vihar,
New Delhi, India

SKILLS

- *Financial Analysis*
- *Process Automation*
- *MS Office*
- *VBA*
- *SAP Knowledge*
- *My SQL*

INTERPERSONAL SKILLS

• Ability to rapidly build relationship and set up trust.
• Confident and determined
• Ability to cope up with different situations
• Make good public relations

WORK EXPERIENCE

Process Developer
Genpact India Private Limited

02/2020 – Present   *Noida, India*
Genpact is a professional services firm providing services in Artificial Intelligence Solutions and Digital Transformation Services.

Role & Responsibilities

Processing dispute through DCI portal for Invalid claims, Handling vendor queries regarding invalid claims or other concern, Maintaining Invoices logs, handling out of DCI activities like SAP upload and Star tag as per the special demand of vendor, maintaining aging report and Helping in internal auditing.

Customer Support
I-Shilpi Net Solution Private Limited

02/2019 – 01/2020   *New Delhi, India*
Shilpi is a global full-cycle software development company with niche expertise and a focus on the latest technologies.

Role & Responsibilities

Audit of bank reconciliation statements, assisting with bank confirmations and verification of statutory dues. Verify expenses, the amount appearing in the books of account with the supporting documents invoices, agreements. Perform cut off procedures over sales and purchases and subsequent vouching for other income &expense items. Preparing synopsis of contracts, internal audit reports, minutes of the meeting of the Board of directors Assist the team with support on preliminary risk formalities, involved in the standardization of processes, documentation, analysis of technical issues and research solutions
Contact: Ajay – +91 9350582253

Process Associate
Accenture Solutions Private Limited

04/2017 – 07/2018   *Noida, India*

Role & Responsibilities

Responsible for reconciliation of statements for Insurer and details in PAS system, Adjustment of the policy if required after checking Premium, Net amount, commission, Segregation of statements and checking if any queries in the statement and send the queries to QR (Query Resolution) Team, Processing Settlement (online & Offline) of Policy in OGI, Sending statements to Payments team for the payments, Updating Control Log for the process, Allocation of Policy at the beginning of the day to the Team
Contact: Nishant – +91 9899146278

PERSONAL PROJECTS

Payment Process Analysis Tool (2017 – 2018)

- Successfully led PPAT (Payment Process Analysis Tool), developed to eliminate duplicate payment with lots of another feature tied to same.

Brokerage Analysis Tool (2018 – 2019)

- Successfully led Brokerage Analysis Tool, developed to calculate the client brokerage while trading in share market at different slabs with different percentage

EDUCATION

Qualification	Board/University	Year
Intermediate	RED ROSES Public School, SAKET	2013
B.Com. (Hons.)	PGDAV College, University of Delhi	2016
MBA	Dronacharya Group of Institutions	2019

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place   *SAMEER SAINI*