**Mob: -** 09953515597,09837119601

**Email: -** himanshug79@gmail.com

|  |
| --- |
| **CAREER OBJECTIVE****Himanshu Gautam** |

Seeking for a place of work where every new day comes as a challenge with an opportunity to prove oneself. Want to become asset to the company by showing my capabilities & responsibilities

|  |
| --- |
| **TECHNICAL SKILLS** |

Operating Systems : MS DOS, Windows 98, 2000, 2003, XP

Packages : MS - Office, Internet,

|  |
| --- |
| **PROFESSIONAL EXPERIENCE.****Company : QUINTE (Previously known as Quatrro)****Designation : Team Developer****Duration : 01 Aug 2019- to 01 Mar 2020****Job Resposibilities :-**Investigated , monitored and managed high dollar amount transactions for suspicious activities on a daily basis. Assisted and provided information to support suspicious activity report on associated account.Prepared suspicious transaction report(STR) and sent to client to confirm the transaction status( suspicious , valid).Identified multiple significant cases , red flags and review fraud pattern transactions.Performed detailed analyses to detect patterns, trends and other information to identify suspicious or unusual activity Sharing process knowledge with the new hires and looking after their performance Responsible for conducting the learning and training of associates as per the banking needs.**Company : Quatrro****Designation : Subject matter Expert****Duration : 21-Dec-2013 to 01-July-2019*** Maintain a track of daily processed transactions and reporting on a timely and accurate manner to process supervisor/Team lead
* Present reports on different types of fraud(Lost, Stolen, Counterfeit, Internet, ID takeover).
* Being SME of the team, usually do floor support and raise all the exception scenarios to get a resolution and update on same.
* Conducted PKT(Process Knowledge Test) in the team
* Provide process training & arrange sessions while handling OJT batch
* Creating claims & getting charge back/Deny/Loss from merchant if there is any fraud
* Helping the new associates to know about the new process
 |

**Company : Silver Skills Pvt. Ltd.**

**Designation : Relocation Analyst**

**Duration : 08-April-2013 to 13-dec-2013**

**Company Profile:**

Silverskills and its associate companies are a provider of outsourcing solutions in the financial services vertical. Silverskills's solutions and services are designed to deliver enhanced productivity with more efficient turnaround times and reduced costs while ensuring the highest standards in quality and data security. Silverskills distinguishes itself from generic outsourcing providers by offering the entire spectrum of back-office financial services starting from claims processing to high-end analytics and knowledge management services.

**Company : Alert Enterprises Pvt. Ltd.**

**Designation : Accounts Officer**

**Duration : 03-July-2012 to 04-Apr-2013.**

**Job Resposibilities :-**

* All relevant entries to be done in ERP and SAP
* Set monthly collection goals
* Worked closely with billing department to review accounts records
* Payment follow up from customers
* Respond to customer issues and complaints in courteous manner
* Vendor invoice processing, financial authority & posting of invoices in SAP
* Creating PO & Service orders as per Quotation.
* Entry posting Using Migo & Miro T-Codes
* Conduct random checks of accounting entries
* Coordinate with auditors for document/information requirement
* Resolve audit queries on time
* Providing the required assistance to the Department Head.

 **Company : TRISTAR GLOBAL INFRASTRUCTURE PVT. LTD.**

 **Designation : Executive SAP & Accounts**

 **Duration : 27th - Sep 2010 to 31st - July 2012**

**Job Profile:**

Recruited as a SAP & Account Executive

**Job Responsibilities :**

* Data Entry in SAP system for timely updation of day-to-day Books of Accounts.
* Addressed customer claims of billing or accounts errors
* Checking of Purchase & Other Purchase bills with purchase order, GRN.
* Checking & verification of Contractor bills With Work Oder
* Monitor cash flow & Cash handing experience
* Prepared documentation of all collections activities
* Co-ordinate for billing & collection
* Relationship with Bank, Client & Sub-contractors
* Co-ordination with site for all accounts related issues.

**SUMMARY OF Extra QUALIFICATIONS**

Accomplish A+ certification from NIIT center Mathura With 88% marks

Accomplish N+ from NIIT center Mathura

2009 Completed GNIIT with MIS (Information System Management) track from NIIT

 **EDUCATION**

University : S.M. University, Delhi

Degree : MBA Finance

Year : 2013

University **:** B.R.A.University, Agra

Degree **:** B.Com (Bachelor of Commerce)

Year **:** 2010

School Name **:** R.S.P.S. Inter College, Mathura

Certificate Obtained **:** 10 + 2

Board **:** C.B.S.E.Board

Completion Year **:** 2007

School Name **:** Mayor Sr.Secondary School, Mathura

Certificate Obtained **:** 10

Board **:** I.C.S.E.Board,

Completion Year **:** 2005

|  |
| --- |
| **PERSONAL DETAILS** |

Father's Name **:** Mr. M.L.Gautam

Date of birth **:** 14th Feb 1990

Languages Known **:** English, Hindi

Hobbies **:** Listening Music and Swimming

Martial status **:** Married

Sex : Male

Phone No : 9953515597,0-9837119601

Address : Gali No.11 Veer Bazar Wali Gali Kapashera

Samalkha New Delhi(110037)

Permanent Address : H.NO. 230/24 Chandra Lok Colony Krishna Nagar

 Mathura U.P. (281004)

**Reference by:** - **Available upon request**

**Place: -**

**Date: -\_\_/\_\_/\_\_ Himanshu Gautam**