**Ashutosh Kumar Singh**

**Email:**  [**ashusingh.bcom@gmail.com**](mailto:ashusingh.bcom@gmail.com)

**Phone: (M) +919891326012, +918171056205**

**Objectives:**

Seeking for opportunities and secure a position where I can efficiently contribute my skills and abilities for the growth of the organization and my professional career.

Key Skills

* A systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization.
* Good communication, interpersonal, leadership and Team Management skills.
* Strong organizational skills, ability to handle multiple tasks & thrives in a challenging, fast-paced environment.
* Inquisitive & curious.
* Balanced disposition.
* Strategic thinker and planner.
* Believe in smart work.

**Domain/Professional Experience: 3.6 YEARS**

**Senior Process Executive-Data**

**Cognizant Technology Solutions India Pvt. Ltd. (DEC’2015 - SEP’2017)**

**Key Responsibilities:**

* Allocating work from different queues to the associates.
* Monitor SLA every hour.
* Managing 25 team members and motivate them to achieving their goals.
* Provide training to newbies.
* Familiar with CITRIX platform
* Working on tools like COMPOSS

**Senior Process Associate**

**Genpact India Pvt. Ltd. (Jan’2018 – Apr’2019)**

**Working Profile**

Part of Wealth Investment Management (Investment Banking) and Reconciliation

**Key Responsibility Area**

* Responsible to gather critical data of the investors (plaintiffs) who have been affected by the lawsuit and providing the information to administrator.
* Preparing Claim administrator invoices.
* Analyzing and reviewing the material event disclosures for market traded securities as per client’s requirement.
* Responsible to work on different CUSIPS (security) of different companies and providing the current position on particular security.
* Responsible to find out any discrepancy with the voteable shares held in Broadridge and DTC and reconcile it.
* Authenticate the Proxy Voters, Sending information of Proxy Voting’s to Legal Advisors via electronic wires.
* Responsible to ensure timely deliverance with 100% quality to the client as per SLA defined.
* Creating Reports on daily basis and sending it out to client.

**Senior Process Executive (Quality Analyst)**

**Cognizant Technology Solutions India Pvt. Ltd. (Apr’2019 – Dec’2019)**

**Key Responsibilities:**

* Allocate work to team for production.
* Do qulality chek for who do production.
* Take Quality Feedback sessions with team and send MOM with the team.
* Monitor SLA.
* Preparing MBR (Monthly Business Report).

**Achievements and Activities:**

* Volunteered in World Cricket Tournament for Blind 2017 and Mega events like TANDAV, ICS (Indian Cancer Society) etc.
* Volunteered in Special Olympics Bharat in 2018.
* Volunteered in Asian Wrestling Championship 2018.
* Volunteered in India- Bangladesh WheelChair Cricket Match 2017.
* Volunteered in WheelChair Cricket Premium League 2018.
* Active member and leading CSR activities at NCR level.
* Volunteerd in Airfocre Football Subroto Cup Chanpionship 2018 and 2019.
* Volunteered in 6th National Wheelchair Basketball Match 2019.
* Event champ award for CSR 2016 and 2017.
* NCC ‘C’ certificate holder with ‘B’ Grade.
* Attended National Integration Camp (NCC) Puducherry.
* Attended Army attachment camp (NCC) 5 PARA AGRA.

**Educational Credentials:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Board/University** | **School/College** | **Year of Passing** | **Percentage** |
| **M. Com** | CSJMU | T.D.P.G College  Auraiya | 2013 | 54.47% |
| **B. Com** | CSJMU | T.D.P.G College  Auraiya | 2011 | 60.21% |
| **Intermediate** | UP Board | SGIC  Auraiya | 2008 | 61.8% |
| **High School** | UP Board | SGIC  Auraiya | 2006 | 63.67% |

**PERSONAL PROFILE:**

Father’s name : Mr. Jagdeesh Singh

Date of Birth : 20th August, 1991

Languages known : English, Hindi

Address : Flat No-D4, B63, Near Florence School above Hangers Laundry Building,

New Ashok Nagar, New Delhi-110096

**DECLARATION:**

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge.

**Date:**

**Place:** (**Ashutosh** **Kumar Singh**)