**MOHIT SINGH**  E-mail:-mohitsingh877@gmail.com| Mobile:+919971326466

**CAREER OBJECTIVE:**

 To work in dynamic, motivating and challenging environment where I can utilize my communication and organizing skill, thereby giving me an opportunity to learn and contribute effectively in the growth of organization.

**ACADEMIC QUALIFICATION:**

* Graduation (B.com) from (Delhi University).
* 12th passed from CBSE Board
* 10th passed from CBSE Board.

**WORK EXPERIENCE:**

* Working with GENAPCT as a Process Associate since 02nd DEC-2015 to till date.

**Work Responsibility:**

* Handling Insurer reconciliation part which includes coordinating with Onshore for their monthly statements and reconciling same with our software.
* Processing payment documents for the items which are ready to pay to Client and for the ones are in query, coordinating back with Onshore and ask for supporting documents in order to clear pending account.
* Coordination with all the Team members for completion of responsibilities within the TAT.
* Every first week of the month used to work on the aged report of our Client and try to resolve the transaction and for queried item, contact to Onshore for resolution.
* Preparing month end reconciliation reports for the total items paid during the month and total pending items.
* Preparing Aging Analysis report for open items.
* Posting all journal entry in TRUAIO (TRUST System).
* Posting write off for the team and inter branch Reconciliation.
* Escalate to the respective branch, if any item remains outstanding till the due date.
* Team Building responsibility.
* I provide training to new hires in every workflow.
* Prepare Monthly SLA report.
* Assigning work to new folks in team and handling workflow.
* Resolving clients query over E-mails.
* Participation in floor activity.
* I make Productivity reports and Team Error data (Performance data) and also help in making VIC (Incentives).

**ACHIEVEMENT:**

* Several times winner of R&R & Highlights Awards, Best mentor of the team for the month of Oct 2016.
* Won the cheers point many time
* Appreciated from client for Timeliness & Accuracy.
* Several time highlighted for good work.
* Recognised by “Business Award” in May 2018.

**Extra Curriculum Activity:**

* Participated in Cloths donation program.
* Working as a Floor Warden.
* Participated in cricket tournament.
* Working as an ERT member.
* Participated in CSR activity to teach blind students.

**PERSONAL DETAILS**

1. Fathers Name : Hayat Singh
2. Mothers Name : Bhavana Devi
3. Date of Birth : 30 Jan 1995
4. Permanent Address : C-94(a), Lajpat Nagar , Sahibabad , Ghaziabad , Uttar Pradesh
5. Languages Known : English , Hindi

**Declarations:**

I hereby declare that the above mentioned information furnished by me in this Resume is true to the best of my knowledge and behalf.

Date Mohit Singh

Place: Sahibabad