



Contact

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Profile

Executive Finance with 6+ years of experience of preparing invoices timecards with their Purchase orders of client. Currently working in the Cardinal Health as financial research analyst. I am responsible for daily Billing, Client's email queries, monthly & reporting, Key Responsibilities are as follows:

Professional Experience

PRICING RESEARCH ANALYST

GENPACT-Noida

OCT2022-Present

- We are bridge between our customers to resolve complex pricing discrepancies for helping the end customers for medical equipments & prepare the CRDR if necessary.
- Ensuring customers are accessing correct agreements & getting the price/cost updated over the SAP and cardinal portals.
- I am responsible for handling complex queries of requester, where all communication regarding billing queries, customer eligibility & contract management by investigating raw data, customer connections on various tiers as per tier LOCs by analyzing and responding to it.

EXECUTIVE FINANCE

JULY2021- OCT2022

ARTECH L.L.C – Noida,

- Prepare adhoc month reconciliation end reports, billing for the month, adjustment, headcount report etc.
- Raising the correct invoices with their approved timecards & submitting within the 3 days of SLA TAT to clients.
- I am also responsible for follow-up with the pending PO/timesheets with the client and Shift Invoice/Credit Note raise and sent it to client.

SENIOR ASSOCIATE

MAY2018 -JUNE2021

HAYS BUISNESS SOLUTIONS– Noida,

- Preparing emails and prepared 3 reports weekly for management.
- Working with thousands of clients for confirmation of pending Purchase order numbers for invoicing. Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
- Checking, recording raw data as per instructions, analysing & processing the entries.

GRAPHIC DESIGNER

ADAAN DIGITAL SOLUTION-Delhi

OCT2017-JAN2018

- Joined as an intern for their brand marketing team. I worked on several marketing collaterals for digital and print media. Create meaningful Experiences for clients from various sectors.

Education

- MBA in Banking and financial management from NMIMS, Mumbai (2022)
- B.COM (pass) from Delhi University (SOL) in (2017)
- Diploma In Graphic designing and DCA from NSIC (2014)
- Information Technology from NIIT(2015)
- 12th from CBSE Board in (2014) (AVB Public School)

Key Skills+ Softwares

Microsoft Office (Excel, Word, PowerPoint)



PeopleSoft, SAP, One Touch, Field glass, outlook, Beeline



Awards

- Awarded as the spot of the month award for breaking own record in doing maximum cases.