

Shubham Kumar Singh

Process Associate

7654162417/9065280017

Subhamsinghrajb7@gmail.com

Newtown, Kolkata

CAREER OBJECTIVE

Result oriented professional with 5+ years of experience and a proven knowledge of customer service, record management account payable and workflow planning. Aiming to leverage my skills to successful fill the process senior associate role at you company.

PROFILE

Associated with Tata consultancy services limited, since 18Sep 2018. Worked as a process associate in P2P (procure to pay)

EXPERIENCE

TATA CONSULTANCY SERVICES LIMITED

(SEP-2018 TO FEB 2024) KOLKATA I WEST BENGAL

Team Member (R2R Associate)

- Preparation of Bank reconciliation statement of Cash, Bank and AP.
- Preparation of Cash Reports
- Preparing journals and posting to the GBS
- Coordinated month-end and year- end closings
- Ensured compliance with accounting standards.

Team member (SCM Associate)

- Handled end-to- end order processing
- Ensured timely and accurate order fulfillment
- Collaborated with supply chain and logistics teams.
- Prepare reports on supply chain performance metrics
- Ensure accuracy in data and documentation.

ACADEMIC QULIFICATION

B.com (Accounts Hons.) 2014

Marwari college Bhagalpur

Higher secondary 2010

Bihar Board , Patna

ADDITIONAL SKILLS

- Finance and accounting
- Cash management
- Business reporting
- Team management
- Microsoft application
- SAP CRM
- Inventory management
- Invoicing
- Sales and customer relations
- Knowledge of data science concepts
- CRM software proficiency

CERTIFICATION

- Supply chain management foundation
- MS office basic
- Agile way of working
- Fundamental Account
- Demand forecasting in supply chain

PERSONAL DETAIL

Father's name – F B Singh

DOB – 05 Nov 1993

Nationality – Indian

Religion – Hindu

Marital status- Single

ORTHOGONUS SOFTWARE PRIVATE LIMITED

(APR-2024 TO AUG 2024) BENGALURU I KARNATAKA

Academic Counselor

- Keep detailed records and manage multiple student cases effectively.
- Developed and delivered engaging presentations to prospective students, effectively communicating the value and outcomes of the courses.
- Managed customer inquiries and feedback, ensuring a high level of satisfaction and retention.

DECLARATION

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