**CURRICULUM –VITAE**

Varun Nayyar

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**APERCU:**

* Experience in –Manage Data Base (CRM Solutions), Resolving Query & Accounts Payable (Research, Invoice Processing, Vendor Management, Vendor Creation, Payments etc)
* Driving process improvement initiatives, and have knowledge of different ERP.
* Endowed with a passion for winning and completing the work in due time frame by ensuring optimal utilization of resources.
* Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
* I have gained good team working skills through volunteering in co curricular activities in the organization.

**Job Profile:**

**Organization :** Saru Silver Alloy Pvt Ltd.

* **Profile :**  Executive CRM.
* **Summary :**
* Manage Data Base with CRM Solutions.
* Email & follow up with customers as well as prospects.
* Follow up on leads and conduct research to identify potential prospects.
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* Work with the internal sales team to develop and grow the sales pipeline to consistently meet the revenue goals.
* Ensuring all the customers e-mails are answered on time without any duplication.
* Enhancement of data accuracy for betterment of organization & ensuring CRM records are upto date with changing information.
* Customization of CRM required by the organisation.
* Interaction with customers to monitor their satisfaction level.
* Prepare and file all documentation and relevant email correspondences in line with the ISO 9001:14001CC.
* Assist Deputy Manager- Sales (Export) in exports shipment as and when required.
* Track electronically the status of all the shipments and preparing a report of the same.

Verification of discrepancies in Invoices with Purchase Order for Rate differences, Quantity differences, Calculation mistake etc.

* Invoice processing process.
* Resolving routed Queries, dealing with emails and calls from suppliers.
* **Preparing Reports:**
* Maintain files and documentation thoroughly and accurately, in accordance with company policies.
* Preparing monthly CRM productivity reports to showcase team data.
* Following with client for any deviation in Purchase Order for Rate differences, Quantity differences, Calculation mistake etc.
* Handling Month End closing.
* Performed regular follow up with Requester and Supplier across globe.
* Handled Audit activities.

**Experience:-**

**Organization:** Xoriant Solutions Pvt Ltd.

* **Profile:** Financial Analyst

**Summary:** Credit dimension is a master data base management tool which is used by financial firms to update their customer financial data for regulatory compliance and risk analysis.

* Fundamental analysis of companies using various filings through sources like Security Exchange Commission, annual corporate filings, Bloomberg various Regulators and Registrars of Companies worldwide.
* Analysing and enrich the entities with different business identifiers.
* Had knowledge about the regulatory and registration authority of the countries.
* Identify and updating different corporate actions like merger & acquisition,
* Perform secondary research for investment bank for updating regulatory compliance information.
* Enrich the entities of 15 countries like US, UK, South Africa, Canada, Pakistan, Japan, Russia, Saudi Arab, Dubai, India, Switzerland, Korea Etc.
* Analysing the hierarchy of information and ownership structure of large financial institutions that have huge worldwide presence through the network of their subsidiaries
* Designed and created weekly and monthly reports.
* Updating Stock Exchange information like ISIN, CUSIP, SEDOL, TICKER.
* Validating the rating details of counter party and securities from external databases like Moody’s, Fitch and S&P.
* Analysing the company mergers & Acquisitions if company is merged or acquired by any other company then whole hierarchy will be changed.
* Undertook around 35 queries per month for Entities & Merger & Acquisition cases.
* Making reports of merger & acquisition cases in a month.

**Key Tasks & Responsibilities:**

* Part of Query Resolution Team.
* Given Process Trainings for the new team members.
* Accuracy of above 99% is maintained till now.
* Maintained the tracker for open Cases always less than 5 cases.
* Taking part in new process training.
* Implementation of new ideas to improve the process.
* SOP (Documentations) of the process as per the regions of new joiners.

**Experience:-**

**Organization :** Sapient

* **Profile :**  Associate Finance GSS.
* Vendor Manage and mange external vendor relations within Operations Department.
* Perform as functional bridge amongst external vendors as well as internal vendors.
* Ensure enterprise-wide needs for due diligence, risk assessment and continuing vendor monitoring are being accomplished.
* Setup new vendor in our database in Oracle to setup we get each & every document whichever is required as per the region.
* Coordination with clients to get verified all the documents given by the requestor.
* Ensure to track, measure, report and evaluate vendor performance.
* Troubleshoot all vendor problems and present to management as required.
* Participate to formulate workflow processes, methods and policies of vendor.
* Stimulate steady process enhancement to increase operational efficiency.
* Support to explore expansion across new business line.
* As Requestor assigned the request to us to setup vendor, updation or any other changes in vendor in Oracle we have to done those request at the EOD.
* Taking follow up with vendor to setup or updation on emails as requestor assigned.

**Training Undergone:**

* Undergone 30 days summer training with Hero Motors , Ghaziabad with key learning & analysis of Working Capital requirement for day to day operations for different departments.

**QUALIFICATION**

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| **EXAMINATION** | **BOARD** | **YEAR** |
| MBA | S.U | 2014 |
| B.COM | NAS College | 2011 |
| SENIOR SECONDARY | CBSE Board | 2008 |
|
| HIGHER SECONDARY | CBSE Board | 2006 |
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**IT FORTE**

**Operating Systems :** Window 10

**Applications :** Microsoft Office 2010,Windows 10,(Word, Excel, PowerPoint)

**Software :** CDI,Oracle, NAV.

**Hobbies & Interest:**

* Playing Cricket, Badminton.
* Travelling
* Listening Music
* Surfing internet to get new updates.

**Personal Details:**

**Father Name:**  Dinesh Nayyar

**Date of Birth:** 31st Jan 1991

**Sex:**  Male

**Marital Status:** Single

**Nationality:** Indian

**Religion:** Hindu

**Languages Known:** English, Hindi, Punjabi

**Permanent Address:** C-Block Shastri Nagar, Meerut

**DECLARATION:**

I hereby declare that all the information provided by me is true to the best of my knowledge.

Date: ........ (Varun Nayyar)

Place: ........