**SANDEEP RAWAT**

**B-53, Nanhey Park,**

**Uttam Nagar, New Delhi -59**

**Mobile: +91-9999-054-054,**

**E-Mail: S****anju.rawat9899@gmail.com**

**CAREER CONTOUR**

**M/s Paytel Financial Technologies Pvt. Ltd., Gurgaon, Since Nov’2021 - Till Date**

**Manager - Finance Operations**

**M/s Galena Services Private Limited., Gurgaon, Since Jun’2017 - Oct’2021**

**Manager - Finance Operations & MIS**

**M/s Oxigen Services (India) Pvt. Ltd., Gurgaon, Since Apr’2015 - May’2017**

**Manager - Financial Planning & Analysis (Chairman’s Office)**

**M/s Mpower Softcomm Pvt. Ltd., Gurgaon, Since July’2013 - Mar’2015**

**Sr. Business Analyst - Quality Assurance**

**M/s Oxigen Services (India) Pvt. Ltd., Gurgaon, Since Aug’2006 - Jun’2013**

**Asst. Manager - Business Analytics & MIS**

**M/s Finedge India Pvt. Ltd., Nehru Place, New Delhi, Since Oct’2003 - Aug’2006**

**Sr. Associate “Hutch Process” (KYC, Billing & Inventory Process)**

**M/s PayTel Financial Services Pvt. Ltd.**

* **Bank Reconciliation - Cash-In Vs All Banks Vs API Partners Payment recon on Daily & Monthly Basis.**
* **Products & Services Reconciliation - DMT, AEPS, Mobile & DTH Recharge, BBPS, IRCTC, mATM, Payment Gateway (PG), QR Code, CMS & Utilities Bill Payment on Daily, Monthly & Yearly Basis.**
* **Establish and maintain strong relationships with Fintech vendors. Leverage these relationships to enhance product offerings and ensure seamless integration of new technologies.**
* **To work with growth & marketing teams to develop the marketing strategy, collateral and branding for products. Conceiving and driving contests for sales incentives, cross sell and products.**
* **Work with Head of Product to identify, target Industry segments, collect and analyze feedback from sales team and other stakeholders to shape requirements, features and end products.**
* **To get the development, marketing and distribution of the product, to monitor and measure the performance of the products after it is launched. Assume end to end ownership of the product.**
* **Working on the supplier’s Commission payout on monthly basis according to their revenue growth.**
* **Review & Analysis Commercials of each Vendor’s as well as margin of each Operator’s.**
* **To prepare Invoice of all Business partners and share it to Account department for further process.**
* **Spoke for IRCTC (Ticket Booking, Cancellation, Refund, Agent on boarding etc) Coordinate with IRCTC team through mail or on call.**
* **To update and maintain Opening and Closing balance of Company, Banks & API Partner’s etc.**
* **Responsible for all dispute transactions Refund, Chargeback (Any Stage) & Fraud cases.**
* **To Prepare Cost Profitability of all products on daily basis and share to CEO & MD for their kind review.**

**M/s Galena Services India Pvt. Ltd.**

* **To Prepare MIS report on daily, weekly, monthly and annually basis Collection Vs Payout.**
* **Work closely with business stakeholders to help define the product strategy that meets the external & internal customer’s needs while satisfying scalability, reliability, performance, and resource costs.**
* **Handel all the service related issues & queries of Suppliers & Customers. Controlling work performance & monitoring work quality and taking corrective action to solve any problem rapidly.**
* **Responsible for Corporate aggregation business for Pan India. Being familiar with all Client’s activities and products management.**
* **Highly professional with top level marketing ideas for the growth of the company with my experience in managing a team leadership.**
* **Maintaining the highest levels of confidentiality, professionalism and integrity.**

**M/s Oxigen Services (India) Pvt. Ltd.**

* **To work closely with Sr. Management to implement sales plans, identified re-sale possibilities and met the sales goals as planned.**
* **To work closely with Finance team to execute company MIS, Sales Budget & Planning.**
* **Retailers are being appointed as Business Correspondents to State Bank of India for carrying out banking transactions on behalf of SBI.**
* **Retailers can become a CSP/ Business Correspondent for State Bank of India Kiosk Banking and open customer accounts at Customer Service Point (CSP).**
* **To maintain company MIS for Sr. Management i.e. Biller Wise / Vendor Wise / Product Wise etc. on daily / Weekly / Monthly basis.**
* **Identify opportunities for campaigns, services, and distribution channels that will lead to an increase in sales.**
* **Analyze and problem solve issues with current and planned systems as they relate to the integration and management of data (for example, review for accuracy in record merge, unmerge processes).**
* **Analyze reports of data duplicates or other errors to provide ongoing appropriate interdepartmental Communication and monthly or daily data reports.**

**M/s Mpower Softcomm Pvt. Ltd.**

* **Project management of all product integration/launches/changes throughout implementation. Managing the entire product line life cycle from strategic planning to tactical activities.**
* **To understand and validate requirements from Business user departments and same has been discussed with Technical Team and providing suitable solutions for their requirements.**
* **Normalization all the reports which are used by Business users with the help of our Technical Team.**
* **Generate routine and ad hoc reports. Run ad-hoc reports for various business units as and when required for immediate analysis, decision making and direction setting for the business.**
* **Interacting with all departments & gathering information ensuring optimal delivery of change and information required.**
* **Accept new Project request, to understand the Project requirement & identifying the business and operational requirements based upon the business requirements & objectives of each product.**

**M/s Oxigen Services (India) Pvt. Ltd.**

* **To Prepare the Sales MIS on Daily, Weekly, Monthly, and Annually basis with various Criteria: Region/Distributor/Retailer/Channel/Operator/Package and Denomination wise.**
* **Co-ordinate with the Sales Team for their Target, Achievements, Billing Acquisition, Deployment, Distributor Appointment, Distributor Stock, NPTs , Selling Retailers, POP Material on day to day basis.**
* **Extracting the data from reporting server than Analysis the data & prepared different -2 types of reports as per requirements of Management, Sales Team, Operator’s and RBI (Reserve Bank of India).**
* **Working on the Incentive & Commission schemes for RM / ZM / TM / Distributor & Retailers on monthly basis according to their performance.**
* **Work closely with business stakeholders to help define the product strategy that meets the external & internal customer’s needs while satisfying scalability, reliability, performance, and resource costs.**

**M/s Finedge India Pvt. Ltd.**

* **Monitor of whole activation process & should understand the Documentation policies laid by Government regulatory.**
* **Verification of the Customer agreement forms & supporting documents as per the guidelines given by TRAI.**
* **Responsible for CAF Management Audit process of all the Documents & CAF entry done by channel partners and get it rectified within TAT so that smooth billing can take place.**
* **Co-ordination and follow-up with Channel Partners, Relation Ship Managers, Information Services (IT), Call Centre Executives, Sales Commercial & Verification Departments to maintain smooth process.**
* **Document Audit & Verification and get it rectified within TAT.**
* **To make the Company MIS for Management & data reconciliation for MIS activities.**

**SCHOLASTICS**

* **Post Graduate Diploma in Business Administration (PGDBA) in Marketing in year (2009-2011).**
* **Graduation (B.Sc) with Mathematics & Statistics from Garhwal University in year 2001.**
* **Intermediate with PCM from U.P Board in 1997.**
* **High School with PCM from U.P Board in 1995.**

**IT SKILLS**

* **Diploma in Computer Application (DCA) with following Packages:**

**Fundamental, Dos, Windows, MS-Office (World, Excel, PowerPoint) FoxPro etc.**

* **Diploma in Web Technology (DWT) with following Packages:**

**HTML, DHTML, Java Script, Photoshop, Java etc.**

**CERTIFICATION**

* **Has successfully completed 8 Yrs in M/s Oxigen Services India Pvt. Ltd.**
* **Best performance award “Reporting and Analysis” in 2009 from M/s Oxigen Services India Pvt. Ltd.**
* **Best performance award in “Product Integration” in Q2 FY(15-16) from M/s Oxigen Services India Pvt. Ltd.**

 **DECLARATION**

**I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief. I assure you that will my work sincerely and honestly. I will satisfy you with my full efforts. I am waiting for your kind purpose.**

**Date:**

**Place: ­­ New Delhi (SANDEEP RAWAT)**