Divyanshi Jain

(Process Developer)

Professional Summary

To work in a challenging environment, which upgrades knowledge, improves skill and provides a room to give out best to the organization.

Work History

2020-03 - Current

Process Developer

Genpact India Pvt Ltd, Jaipur

Cash Application

- Perform daily payments posting including checks, wires, and ACH.
- Process Account Disposition Task Independently.
- Raise Request for short funds and forward over payments to concerned department.

US Insurance (Receivables)

- Apply checks, wires, and ACH Payments on Daily Basis.
- Verify Customer Documents and Escalate to Onshore Team.

Education

2017-03 - 2019-03

M.com in ABST

Maharshi Dayanand Saraswati University, - Ajmer, India

2014-03 - 2017-03

B.COM

Maharshi Dayanand Saraswati University, - Ajmer India

2013-04 - 2014-03

12th

Godawari Aray Girls SR SS School - Beawar, India

Contact

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Beawar, 305901

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8823906309

E-mail
divyanshi1212jain@gmail.com

Skills

Computer Operating
●●●●● Excellent

Accounting Assistant
●●●●● Excellent

Account Reconciliation
●●●●● Excellent

Invoicing
●●●●● Excellent

Flexibility
●●●●● Excellent

Languages

English & Hindi