

Information on Profession and Practice

Kindly share the following details of employment.

Please update all employment details upto date.

Details of previous practical experience. Please limit yourself to relevant practical activities (related to the degree programme).

* Have you already had a job or other activity? Yes No

1.Job Position

Company :

Length of your employment

From :

To :

Duration in weeks :

Please describe your activity (maximum 200 characters):

- Establish proper control over all receipts and payments to ensure sound financial management practices.
- Reviewing and clearing the WIP from the books of accounts.
- Identifying disbursement errors, missing costs, and unapproved bills and keeping the WIP clean to avoid clutters with aged cases.
- Work with legal teams, billing team, and AP to resolve billing and invoicing issues.
- Provide reporting and analytics to stakeholders - internal and external, on a periodic basis.
- Identify and purge forex, zero balance, Hard cost paid and billed, and cases in progress – HC billed/voided, wrongly billed HC with incorrect billing code.

2. Job Position

Company :

Length of your employment

From :

To :

Duration in weeks :

Please describe your activity (maximum 200 characters):

- Assisted in delivering short-term projects based on the request of the clients
- Obtained necessary documents from the relevant corporate functions and local offices
- Drafted and reviewed petitions under minimal supervision
- Raised billing requests for the petition-based tickets in the company-based tools for month and weekly-based invoicing
- Prepared and maintained a repository of all petitions-related data inside the company-specific tools
- Executed RCAs for the feedback raised from the client side on a weekly basis