

himanshuraaz951@gmail.com  
9525693995  
Noida 201301

# HIMANSHU RAJ

## Skills

- Critical Thinking Skills
- Quick Learning Adaptation
- Proficient in Multi-Tasking
- Organizational Skills
- Clear Verbal Skills
- Precision in Execution
- MS Office
- Tally ERP 9
- Gen AI Certified

## Education

**CMA SEMI QUALIFIED:**  
**INSTITUTE OF COST**  
**ACCOUNTANTS OF INDIA**  
NEW DELHI  
CMA FOUNDATION (256 MARKS)  
CMA INTERMEDIATE (486 MARKS)

**BACHELOR OF COMMERCE**  
(HONS.):  
**MAGADH UNIVERSITY**  
GPA: 72 %

**SENIOR SECONDARY SCHOOL:**  
**GAYA COLLEGE**  
Gaya  
GPA: 80 %

**SECONDARY SCHOOL:**  
**PARAM GYAN NIKETAN**  
GPA: 80%

## Websites, Portfolios, Profiles

- [www.linkedin.com/in/himanshuraj80962a20b](https://www.linkedin.com/in/himanshuraj80962a20b)

## Personal Summary

Seeking a position in an organization where I can apply my knowledge, skills, and analytical abilities to contribute value and work collaboratively with a team.

## Professional History

### **GENPACT - Process Associate**

NOIDA U.P

07/2023 - 12/2024

- Review and analyze U.S. property and casualty insurance transactions.
- Prioritize tasks based on Service Level Agreements (SLAs) to meet turnaround times (TATs).
- Conduct verification of documents, and analyze data in response to client queries, ensuring data accuracy.
- Collaborate with clients, agents, and underwriters to resolve concerns and implement updates.
- Set specific goals for projects to measure progress and evaluate end results.
- Performed root cause analysis when problems arose during the course of processing activities.
- Identified areas for improvement, narrowing focus for decision-makers in making necessary changes.
- Mentor new joiners, guiding them through processes and standard procedures.

### **J.P Kapur And Uberai (CA FIRM) - Intern**

12/2021 - 07/2022

- Submitted complete and accurate income tax returns within stipulated deadlines
- Demonstrated efficiency in preparing income tax orders
- Maintained accurate records related to GST filings
- Maintained compliance with legal requirements while preparing GST documents
- Managed timely and accurate submission of all required tax documents for TDS, and TCS corporate clients.
- Drafted work orders, validation protocols, and other technical documentation.
- Prepared and filed financial statements, such as balance sheets and income statements.
- Audited the company's legal documents to verify compliant policies and procedures.
- Analyzed the company's expenditures and developed financial models.

## Languages

- English
- Hindi