

# MOHD HUSSAIN SIDDIQUI

## Finance Postgraduate

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📍 Noida, India

### Summary

Finance postgraduate with practical exposure to financial documentation, vendor coordination, and ERP-based processes. Skilled in invoice processing, payment reconciliation, and Excel reporting with a focus on accuracy and efficiency.

### Education

#### Bachelor of Business Administration

College of Innovation Management & Science-Lucknow  
Jun, 2020 - Jun, 2023

#### Postgraduate Diploma in Management (Finance&Data)

G.L. Bajaj Institute of Management & Research-Greater Noida  
Jul, 2023 - Jul, 2026

### Technical Skills

Power BI, Procure to Pay, Documentation & Reporting, Advance MS Excel

### Soft Skills

Attention to Detail & Accuracy, Problem-solving & Analytical Thinking, Team Collaboration & Stakeholders Communication, Process Oriented Mindset

### Languages

English, Hindi

### Certifications

- Advanced MS Excel for Financial Analysis (Udemy)
- Financial Modelling & Valuation (Tutedude)

### Work Experience

#### Credence Financial Services Pvt.Ltd

Finance & Collection Intern

Apr, 2024 - Apr, 2024

Credence Financial Services Pvt. Ltd. is a firm specializing in receivables management, collections, and ERP-based finance support.

- Processed and tracked invoices and receivables, ensuring timely collection and accurate financial documentation.
- Coordinated with internal teams to resolve payment discrepancies and reconciled vendor/client accounts.
- Worked on Oracle ERP, gaining exposure to transaction processing and end-to-end finance operations (O2C & AP support).

#### G20 India Summit

Administrative Intern

Feb, 2023 - Mar, 2023

G20 India – Summit Support Program, part of the global G20 initiative hosted in India, focused on event operations, logistics, and financial coordination for international delegates.

- Assisted in vendor invoice verification and payment processing during high-profile global summit events.
- Managed logistics, kit distribution, and ID issuance while supervising a 20-member volunteer team.

### Projects

#### Spend Analysis & Cost Optimization

This project is about analyzing company expense data to identify high-cost vendors and potential savings.

Mar, 2025 - Apr, 2025

- Used Power BI & Excel to prepare dashboards showing vendor-wise spend, late fees, and payment delays.
- Outcome: Suggested cost-saving opportunities and process improvements to management.

#### Financial Data Analytics - Payment Trend Analysis

This project is about analyzing invoice and payment data using Excel & Power BI to identify overdue trends and vendor performance.

Nov, 2024 - Dec, 2024

- Collected and analyzed 1 year of sample invoice & payment data to identify seasonal trends and overdue patterns.
- Used Excel & Power BI to create dashboards highlighting DSO (Days Sales Outstanding), delayed payments, and vendor-wise performance.