Uma Saha   
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WZ 283/84 Maddi Wali Gali No. 3 Vishnu Garden New Delhi -110018

1. **Wipro Ltd**

**3.5 Years expérience in The outsourcing business Industry :**

**Description:**  
We understand the powerful human connections that create success for your organization. We bring an industry leader's expertise and a true partner's commitment to our benefits and administration solutions around health, wealth, HR, finance and consumer experience. We are proud to be shaping the future of work and life for organizations, people and their families.

* **Role:** Working from June’15 to till October’18 as **Delivery Analyst**. The major responsibilities undertaken are:
  + Processing Pension Payroll every month.
  + Work on pre and post payment extract.
  + Work with ADP to verify pension payroll totals.
  + Review Rejects during the payroll file.
  + Monthly Reconciliation with check writer.
  + Automated pension benefit calculation.
  + Lump sum processing.
  + Performs Manual calculation.
  + Review daily task related to check- handling, OCP PCS checks etc.
  + Review daily service request of participants pertaining to their pension benefits.
  + Provide Training to new colleagues.

1. **PROCESS NINE (Working from December’18 Till Date)**

**PROFESSIONAL EXPERIENCES As Translator :**

* **Role:** Hindi Translator, English Translator.

**ACADEMIC QUALIFICATIONS:**

* MBA in Operations
* B.A. from Desh Bandhu College
* Passed 12th from CBSE
* Passed 10th from CBSE

**STRONG POINTS:**

* Have excellent analytical and communication skills.
* Have ability in taking up new theories as well as responsibilities.
* Quick learner.
* Proficient in managing the documents.
* Logically handling tough situations and being part of a solution rather than  
  being a part of the Problem.

**PERSONAL PROFILE:**

* DOB : 02-08-1987
* Sex : female
* Marital Status : Single
* Languages Known : English, Hindi, Bengali

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief**.**

Place: NEW DELHI

Date: (Uma Saha**)**