

UMAKANT GIRAMALLA DESAI



Contact

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r Pune 412201

Skills

Research and billing 80%

Microsoft office 80%

ChatGPT and AI 80%

Social media management 80%

Analytics 80%

Achievements & Awards

Received the UPS Spark of Brilliance award in 2019 for processing a high volume of duplicate tracking research with 101% accuracy and exceptional efficiency.

Awarded the UPS Employee Appreciation award in 2021 for providing training to new team members on data import, research, and billing.

OBJECTIVE

I would like to establish myself in a job that offers satisfaction through continuous knowledge acquisition and there by deliver maximum productivity to the benefit of my company and myself.

EXPERIENCE

UPS Logistics Pvt Ltd

Financial administrative assistant

CLB - Closed Loop Billing (Revenue Recovery Department)

2 July

2018 -

Till date

- Worked on identifying and billing duplicate tracking numbers that were delivered but not previously billed.
- Imported pre-processed data for regions including the US, Canada, Europe, and Asia.
- Coordinated with AE and EAM to identify the root causes of duplicate issues.
- Prepared and analyzed weekly reports, billing, and auditing tasks.
- Collaborated with the UPS audit team on various audit processes, such as ISPC (Information Security Privacy and Compliance), Record Retention, National Audit, SOX Audit, and SOD Audit.
- Organized and maintained process records and files.
- Provided training to new team members on duplicate research, pre-process data import, and billing.
- Addressed team queries from 15-20 members regarding process research issues.

DSL Team - (Duty Sub Ledger)

- Took overall responsibility for the ES (Spain) country, including flag runs, importing CSV files, updating rolling files, preparing weekly reports, conducting end-to-end investigations, and responding to emails.
- Coordinated with Europe AR, Alabang (Philippines), GAC, and the brokerage team regarding DSL process issues.
- Supported research and reclassification for countries such as Italy, Czech republic, Belgium, and France.
- In addition to core tasks, worked on bulk data pulling and conducted in-depth investigations of shipments allocated by supervisors and managers.

EDUCATION

Pune University

MBA (International Business)

A

2014-15

Achieved over 90% performance in both SLA and WIG in 2023.	Solapur University	2013
Successfully reduced 100,000 counts in six months for the ES (Spain) country.	BBA	
Maintained a perfect attendance record throughout 2023.	HSC	2010
	SSC	2007
Languages		
English		
Hindi		
Marathi		
Kannada		
Interests		
Trekking		
Traditional workout		
Geopolitics		
Cooking		
Activities		
Coordinated with EES (Employee Engagement Survey) team members to conduct UPS cultural and sports events.		
Actively participated in CSR (Corporate Social Responsibility) activities conducted in various locations across Pune city.		
Took part in competitions such as 'Cook Without Fire' and 'Eco-friendly Ganesh Utsav,' organized by UPS.		
Participated in UPS annual sports and cultural events in 2018 and 2019.		