

# Varun Nigam

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## SUMMARY

Experienced Graphic Designer with 2+ years of working in brand development. Seeking a position where I can apply my knowledge of design and skills for continuous improvement. Ability to think outside the box and will prove to be a valuable addition to the company. Executive Finance with 3+ years of experience of preparing invoices timecards with their Purchase orders of client. I am responsible for daily Billing, Client's email queries, monthly & reporting, Key.

## EXPERIENCE

### **UI/UX Graphic Designer**

Genpact

October 2022 - Present

.Job Role is to create meaningful Experiences for Clients from various sectors. Gather and Evaluate User Requirements and Illustrate Design ideas using Wireframe. .We have to gather and Evaluate User Requirements illustrate Design ideas using Wireframe, Storyboards, Process Flows, and Sitemaps Create UI Mockups and Prototypes that clearly illustrate how sites Function and look like. .Conceptualized and designed the business brochures, flyers and website.

### **Senior Finance Executive**

Artech L.L.C.

July 2021 - October 2022

We are bridge between our stakeholders and CSRs (customer's service representatives) to resolve, incorrect booking invoicing. We are responsible submitting corrected invoice with timecards to client for payment. We also correcting the billing that has been released to the client without/incorrect Purchase order number. Prepare adhoc month reconciliation end reports, billing for the month, adjustment, headcount &proj report etc. I am responsible for handling Mailbox, where all communication regarding billing queries and Purchase orders numbers to consultant/clients from UK/US should be sent and received. I am also responsible for follow-up with the pending PO with the client and Shift Invoice/Credit Note raise and sent it to client. We also work with various softwares & Portals such as Beeline, SAP, Field Glass, IQN, Taulia Portal, Beacon etc as per the client requirements for the submission of invoices.

### **Senior Associate**

Hays

May 2018 - June 2021

Drafting emails and preparing 3 reports weekly for management. Working with thousands of clients for confirmation of pending Purchase order numbers for invoicing. Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices. Raising the invoices within the timeline as per approved timesheet and PO numbers. Checking, recording raw data as per instructions, analysing & processing the entries. Checking the timesheets, Peoplesoft assignment, Onetouch and outlook for the Purchase order number correctly and processing it for clients. Working as adhoc work as weekly basket.

## Graphic Designer

Adaan Digital Solutions

October 2017 - January  
2018

1) Joined as an intern for their brand marketing team. I worked on several marketing collaterals for digital and print media. Create meaningful Experiences for clients from various sectors. 2) Designing creatives for all social media handles. Maintaining the authenticity of the brand. Creating brand identity. 3) Day to day tasks include branding of the company, creating clipping path, Flyers, creative, thumbnails for ad campaigns.

## EDUCATION

**Narsee Monjee Institute of Management Studies (NMIMS) Navi Mumbai**

2019 - 2022

*MBA in Banking and Financial Management , Banking, Corporate, Finance, and Securities Law*

**Delhi University**

2014 - 2017

*B.COM , Commerce*

## SKILLS

- Adobe Illustrator
- HTML • Cascading Style Sheets (CSS)
- Mockups

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