

ANSHU

PROCESS ASSOCIATE

PROFILE

Contributed significantly and consistently towards the organizational objectives with my experience in expense reimbursement, Invoice processing, Vendor/Employee payment and corporate accounting. Experience also includes extensive work in accounts payable, financial reporting and auditing.

SKILLS

- SAP
- Oracle
- Invoice processing
- Reconciliation
- Data handling and reporting
- Priority Payments
- Organizing and prioritizing
- Communication
- Problem Analysis
- Problem Solving

CONTACT



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[HTTP://LINKEDIN.COM/IN/ANSHU-KUNDU-64B5BA204](http://LINKEDIN.COM/IN/ANSHU-KUNDU-64B5BA204)

WORK EXPERIENCE

► ACCOUNTS & FINANCE (PROCESS ASSOCIATE)

GENPACT INDIA PVT LTD.

NOV 2019 - PRESENT

- Preparation of all the critical monthly reports as per business's requirement
- Preparation of manual journal entries (Re- classes entries, accrual entries, Adjustment entries)
- Preparation of Reconciliation Reports, Invoices Indexing & concurring solutions
- Checking of invoices and approving them for payment (Invoice Processing)
- Timely preparing Payment proposal
- Making Manual Priority Payments (Employee salaries and Vendor Payments) on Bank Portal and Posting Entries on ERP(SAP)
- Uploading Payment Files on Bank portal
- Preparation of Expense reports and processing them (Expense Reimbursement Processing)
- Processing of PO and NON- PO Invoices via SAP (ERP)
- T& E helpdesk related queries (Critical queries).

► SAP FICO EXECUTIVE (1.4 YEARS)

VARIMILE TECHNOLOGIES, NEW DELHI

AUG 2018 - NOV 2019

- Processing of PO and NON-PO Invoices.
- Process of Debit Notes and Credit Notes.
- Creating and Maintaining Vendor and Customer Master.
- Monthly Reporting.
- Coordination with vendors.
- Down Payment processing and clearing of vendor.
- Automatic Clearing.

AWARDS



CERTIFICATE OF COMPLETION
ONLINE BASIC LEAN THINKERS
MARCH 2020



CERTIFICATE OF COMPLETION
LEAN DIGITAL AWARE 2.0
NOVEMBER 2019

EDUCATION



BACHELOR OF COMMERCE (B. COM)
SCHOOL OF OPEN LEARNING, DELHI UNIVERSITY 2016 -
2018



PGD (BANKING & FINANCE)
SYMBIOSIS, PUNE, MAHARASHTRA 2019 -
2021 (April)



Certificate of Completion

Presented To

anshu anshu

for successfully completing the Online Basic Lean Thinkers

on

3/19/2020

Certificate of Completion

Presented by

Genpact

anshu anshu

for successfully completing the Lean Digital Aware 2.0

on

11/28/2019