***Anand Kumar***

**E-mail**: Anandgenext@gmail.com **Mobile:** +91-9999067052

# Profile Summary

* Versatile, high-energy professional, **holding experience mainly in Accounts and Finance**:
* Expenditure Activities – Invoice processing, Invoice Payment, Release of Reserve and Contractor Payment.
* Proficiency in Processing, Payments & managing work.

PROFESSOPNAL SYNOPSIS

Currently working with Teleperformance D.I.B.S. in Countrywide F&A process. Worked as an ***Sr. Executive Finance***

**Roles & Accountabilities: -**

* Allocating cases to the entire team member as per volume and available working hour.
* Processing and payment the invoices of Suppliers.
* Doing the quality of the team according to the quality parameters
* Preparing MIS report, Rag, Mailbox, Attendance & other reports
* Calculate the discounts & Vat rates on invoices
* Maintain vendor accounts for the clearance of payment.
* Posting the monies on Propco.
* Ensure all Clients Queries are responded
* Handling Queries of Team Members.
* Validate and reconcile all the reports
* Takes daily team huddle and briefing session

**Risk and Control:**

* Handle auditors and maintain document related to audits with the help of Team Leader
* Improvise on SLA and exceed customer expectation.

Appreciations and Achievements:

* Received R & R Award for excellent performance

**IT Skills**

* MS office- MS Excel
* Citrix,Propco
* Accounting Software TALLY (9.0 Version)

## EDUCATIONAL QUALIFICATIONS

**B.com.** Passed from Delhi University

**Intermediate** Passed from Delhi**.**

**High school** Passed from Delhi.

## PERSONAL DETAILS

Date of Birth : 02nd July 1987

Mobile : 9999067052

Address : GH-6/114 Meera Bagh Paschim Vihar, New Delhi-**110087**

Mail ID : [Anandgenext@gmail.com](mailto:Anandgenext@gmail.com)

# **Anand Kumar**