



**ANURAG KUMAR SINGWALL**

**Contact**

**Tel : 8447055340**

**e-mail :**

**anuragsinghwall18june@gmail.com**

**Address**

**VILL. & P.O. CHIPIYANA, GAUTAMBUDDH NAGAR (U.P.) – 201009**

**Objective**

To Achieve Challenging Job in an Organisation and to expand my learning, knowledge and skills.

**Experience**

- **Fino Payment Bank Ltd. - ( 21 Feburary 2017 to 31 March 2018 )**  
**Field Sales Officer (FOS)**

**Roles and Responsibilities**

- Opening Digital Saving Accounts Kotak 811.
- Solve queries for customers related Accounts.
- Handlling for EKYC for customers.

- **Accenture Solutions Pvt. Ltd.- ( 9 August 2019 to 24 March 2022 )**  
**Transaction Processing New Associate in Accounts Payable**

**Roles and Responsibilities**

- Process invoices by doing 3way match and ensure that the payment of invoices is completed within in a time frame and in accordance with payment terms.
- Matching all invoices with relevant receipts.
- Reconcile the weekly/ monthly reports such as Payment Blocks, IQBOT Tool , DFM( Document Flow Manager) status and Interface Documents reports etc,
- Handlling DFM Tool and IQBOT Validation Tool for Autoposting.
- Handlling mails for Vendor queries regarding payment issues and stuck/ Interface Documents issues.
- Knowledge about GST and TDS rates.

**Education**

Degree	Institute	Board / University	Year
MBA	HIET,GZB	AKTU, LUCKNOW	2016
B.COM.	L.R. College, GZB	C.C.S.U. , Meerut	2014
12 <sup>TH</sup>	NEW ERA SCHOOL, GZB	C.B.S.E.	2011
10 <sup>TH</sup>	Ingraham English Medium School, GZB	C.B.S.E.	2009

### Internship

NAME : Grandwall Retail LLP Pvt. Ltd. ( Select Bazar )  
ADDRESS : S M Departmental Store, Vikas Marg Ext. ,Opp. Jain Hospital, Karkardooma.  
Working Days : 50 Days ( 18-06-2015 to 05-08-2015 )  
Job Responsibilities : Handle Marketing Activities and Inventory management.

### Personal Skills

- Positive Attitude
- Hard Working
- I am a Team Player

### Professional/Computer Proficiency

- Computer ( MS Office , MS-EXCEL , Internet etc. )
- SAP( Accounts Payable)
- PGPFA from NIIT in 2019 (TALLY .ERP 9)

### Awards/ Achievements

- I have participated in college project competition got 2<sup>nd</sup> prize in 2014

### Interests / Hobbies

- I like Cycling
- Running, walking and Travelling

### Personal Details

Fathers Name : ASHOK KUMAR SINGWALL  
Languages Known : ENGLISH & HINDI  
Date of Birth : 18/06/1993  
Permanent Address : VILL. & P.O. CHIPIYANA, GAUTAMBUDDH NAGAR (U.P.) - 201009

Anurag Kumar Singwall

Place :

Date :

\_\_\_\_\_  
SIGNATURE