

Ankur Talwar

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Career Objective

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

Achievements

- Received Superstar awards from EXL.
- Received Hero of the Month awards from EXL.
- Received Certificates of Lean Ideas from EXL.
- Received Extra Miler-Quarterly award from EXL.
- Received “Best Team” award from Rocsearch.
- Received Silver award from Genpact for best performance.

Corporate Trainings Attended

- Attended Training on **Corporate Etiquette**.
- Attended Training on **Customer Centricity**.
- Attended Training on **Microsoft Excel**.
- Attended Training on **Corporate Email-writing skill**.

Work Experience

GENPACT, Noida Sector 135

August 30, 2021 - Till now

Profile: Management Trainee - Accounts Payable Invoice Processing and Payments

- Accounts payable Invoice Processing, Payment verification & validation, Serving client queries.
- Processing of Rent, Lease and Utility invoices in MS D365 (Dynamics 365).
- Processing of Payroll Invoices in MS D365.
- Processing of Intercompany invoices as per company's regulations.
- Preparation of monthly and urgent payment requests as and when received from supplier's end or from the Business unit.
- Approval of Intercompany Invoices on Coupa Bellin Portal.
- Preparation of Manual Payments for Suppliers which are not available for Netting on Coupa Bellin.
- Preparation of supplier debit balance report.
- Responsible for Clearing Hold invoices due to various reasons and status (New, Not Matched and Exception).
- Receive and verify vendor invoices and payment requisitions.
- Verify that payables transactions comply with financial policies and procedures.
- Closing all processed invoices on AKRITIV Salesforce.
- Correspond with vendors and respond to enquiries.

Profile: Accounts Payable, General Accounting, Bank Reconciliation and Intercompany Reconciliation

- Worked for the West Africa based leading company DEEKAY GROUP for their Accounts and Finance Department which includes Accounts Payable, General accounting, Bank Reconciliation, Inter-company Reconciliation.
- Processing of supplier invoices in the Oracle ERP.
- Performing 3-way match and 2-way match.
- Bank Reconciliation.
- Intercompany Reconciliation between 05 entities.
- Month end closing which includes Bank charges entries in the ERP, commission entry, Interest entry etc.
- Booking of expenses like Prepaid warehouse rent, Prepaid insurance, Depreciation in the ERP.
- Co-ordinate with Logistics team to get the various documents like M-form, Proforma Invoice, and Insurance certificate.
- Preparation of Warehouse report which includes stock transfer report.
- Responsible for preparation of Shortages and Damages report which includes accounting for good and services given as charity or damages.

Profile**Order to Cash: Cash Applications**

- Worked for the US based company for their Order to Cash department.
- Cash Applications.
- Billing and Invoicing.
- Handle the tasks of recording payments via wire transfers, lock box and ACH to customer accounts.
- Responsible for processing and auditing daily cash receipts to ensure accurate customer ledgers.
- Perform the tasks of resolving internal and external customer account inquiries.
- Processing monthly write-offs, refunds and adjustments.
- Resolved AR accounting issues such as payment reconciliations.
- Aging report preparation based on the payment terms and amount due.
- Monthly clearing of Suspense account based on the statement received from client's end.
- Analyzed misapplied or duplicate payments and prepared adjustments and necessary JVs.
- Responsible for handling projects as allocated and directed by the Supervisor.
- Reporting to Client about daily Posting of Lockbox and Wire.
- Preparation of Daily/monthly Client Reconciliation Status.

Software/Applications used

- Dynamics 365 (D365)
- Coupa Bellin
- Media Ocean
- Oracle 11g
- Genesis Mainframe
- MSA Mainframe for Cash applications.
- Akritiv Salesforce.
- CORA workflow.

Academic Qualification

- Bachelor of Commerce (B.COM) from C.C.S. University, Meerut, with 1st Division.
- Passed Intermediate from C.B.S.E., New Delhi with 1st Division.
- Passed High School from C.B.S.E., New Delhi with 1st Division.

Personal Details

Father's Name : Mr. Arun Talwar
Date of Birth : 01 February 1986
Permanent Address : 19/03, First Floor,
Near Sushila model school, Vidya Vihar,
Ghaziabad - 201001
Marital Status : Married
Nationality : Indian

I hereby declare that the above written are true to the best of my knowledge and belief.

Date:
Place :

Ankur Talwar