**DINESH KUMAR SINGH**

: **dineshprofile54321@gmail.com**

**** **:( +91) 8130693847 (M)**

***Career Objective***

To make myself to be at a challenging growth oriented position where my talent can be

Utilized where to contribute in growth of your esteemed organization.

***WORK EXPERIENCE 5 YEAR***

1. **Accenture Pvt. Ltd. Designation: - Senior Analyst**, **(17th July 2019 – currently working).**

***Job Responsibilities:***

Working in Finance/Accounting/Hospitality in **Accounts Payable** department.

* Giving complete support and providing an end-to-end solution for AP.
* Vendor Master Setup.
* Responsibility for payments.
* Processing invoices (PO & Non-PO) for Germany, Austria and UK in DFM System and Grand Back.
* Doing quality check of processed invoices on daily basis.
* Preparation of Quality report on weekly basis.
* Doing Vendor creation/ Maintenance.
* Working on hold report and chasing the concerned person to get it resolved and ensure a timely payment to vendor.
* Solving queries from client as well as from vendor.
* Training new Joiners and conducting PKT’s for existing employees.

Responsible for clearing up the open line items, reconciling items on timely basis

* Working Knowledge of **ORACLE, DFM, CITRIX, SERVICE NOW, SAP.**

1. **R1 RCM**. **Designation: - Senior Analyst**, (5th July 2017 – 04th June 2018).

***Job Responsibilities:***

* Taking follow up for the Claims.
* Updating the required information to the required applications.
* Taking follow up for the denials on the claims.
* Taking care of Quality Check.
* Planning of payments by verifying documentation, vouchers.
* Taking Client Calls for process updates based on Client protocols
* Also Working Knowledge of CITRIX, HIQA, DDE, FSSO, WEBDENIS, EMDEON, CSR, and related healthcare applications.

***Achievements:***

* Achieved certificate for Business Etiquette Training
* Prepared a process SOP and got appreciation from client
* Successfully worked and finished assigned projects

1. **Capgemini Technology Services India Ltd**. **as “Process Associate”, (7th September 2015 – 12th May 2017).**

* **Department :- Finance & Accounts (Accounts Payable)**
* **Designation :- Process Associate**
* **Work Location :- Noida, India**

**Roles & Responsibilities (Working as Senior Associate in Accounts Payable)**

* Posting the PO and Non PO invoices
* Taking care of Quality Check
* Reconciliation of Invoices
* Vendor Reconciliation
* Accruals reports
* Taking Feedback Sessions of the Processors
* Sharing new updates with team-mates
* Taking Training of new Joiners who are new to our Process
* Handling queries with Client through mails & calls.
* Maintaining consolidated MIS for the processed Invoices for the month
* Maintaining MIS for Quality checked Invoices.
* Meet SLA’s
* Check run

1. **Exl Service Pvt. Ltd., Noida: 10th February 2014 – 7th September 2015.**

**EXL is a leading business process outsourcing solution provider. We have built**

**Lasting relationships with our clients based on consistent high-quality service delivery, trust and confidence.**

* As a Process Associate I deal with Customers and Client.
* Keeping check that Premiums on all policies are received timely in all customers’ accounts.
* Amendments, Cancellation and refunds for the respective policies.
* Investigating and chasing on Cash not received and unallocated cash on accounts.
* Responsible for reconciling Broker accounts and commissions weekly and monthly.
* Processing customer refunds on request.
* Works on Ad-hoc project from client.

**KEY RESPONSBILITIES**

My key responsibilities for currently job are:-

* I am working for Clients of 21 countries on behalf of ACE as their broker.
* I used to set up Clients Accounts on **GPI & Genius**.
* Handling different client calls regarding accounts and other queries from 21 countries.
* Doing projects and Keeping track of all upcoming projects and analyzing them.

***Qualification***

**Academic Qualifications:**

**MATRICULATION:**

Sardar Patel Sn. Sec School, Delhi through CBSE Board in 2006

**INTERMEDIATE:**

Govt. boys Sn. Sec. School, Delhi through CBSE Board in 2008

**Professional Qualifications:**

**B.sc (Management) Graduate.**

***Other achievements***

* Participated in Green Environment campaign, Represented School in various sports and Cultural Activity

.

**Extra-Curricular activities and hobbies**

* watching music channels.
* Net Surfing.

***Personal Details***

***NAME* :**Dinesh Kumar Singh

***SEX* :**Male

***NATIONALITY* :**Indian

***DATE OF BIRTH* :**01ST AUGUST 1990

***MARITAL STATUS* :**Single

***FATHER’S NAME* :**Sh. TejBir Singh

***PERMANENT ADDRESS* :** Dilshad Garden

Delhi - 110095

***DECLARATION:***

***I hereby declare that all the statements made above are true to the best of my knowledge and belief.***

***Date:***

***Place: Delhi. Dinesh Kumar Singh***