

CHIRAG SINGH BASNET

Process Associate | Finance Operations 📍 Kolkata, India | 📞 +91 8340603278 | ✉️ chiragsingh742@gmail.com

PROFESSIONAL SUMMARY

- Finance professional with **1 year and 5 months** of corporate experience in finance operations and compliance workflows at **Tata Consultancy Services (TCS)**. Expert in **Procure-to-Pay (P2P)** support, financial transaction validation, and complex tax calculations. Proficient in utilizing **BANCS ERP** and Advanced Excel to maintain high data accuracy and meet strict SLA targets. Dedicated to streamlining invoice processing and optimizing financial reporting.

PROFESSIONAL EXPERIENCE

TATA CONSULTANCY SERVICES (TCS) | Kolkata, India

Process Associate | Aug 2024 – Present

- **P2P & Transaction Management:** Execute end-to-end Procure-to-Pay (P2P) operations, including the verification and processing of financial records.
- **ERP Systems:** Leverage the BANCS system to validate financial records, ensuring 100% data integrity and audit-ready documentation.
- **Taxation & Compliance:** Perform detailed tax calculations and financial verifications for insurance-related transactions, ensuring strict adherence to compliance standards.
- **Process Optimization:** Collaborated with cross-functional teams to identify and resolve transaction discrepancies, significantly improving overall process efficiency.
- **Operational Excellence:** Maintain consistent SLA adherence while managing data indexing and documentation for internal and external audits.

BRANDUCK DIGITAL MARKETING AGENCY | Remote

Digital Marketing Intern | 3 Months

- Developed branding strategies and designed social media content and animations to support business growth.

TATA PRAVESH | Internship

Marketing Intern | 30 Days

- Conducted market research and engaged with vendors to identify sales growth strategies for Tata Pravesh products.

PROJECTS & TRAINING

- **Financial Data Orientation & Indexing:** Streamlined reporting workflows to enhance accuracy and audit readiness for high-volume data sets.
- **UPI & Digital Payments Research:** Analyzed fintech adoption trends and their impact on financial inclusion and digital transaction security.
- **Sales Growth Framework:** Developed a structured analysis model for scaling retail sales using digital tools and vendor collaboration strategies.
- **3D Motion Graphics:** Created a 3D model and motion graphics advertisement for an iPhone 14, demonstrating advanced visualization and technical skills.

TECHNICAL SKILLS

- **ERP & Software:** **BANCS (TCS)**, Financial Processing Systems, Python (Basic).
- **Advanced Excel:** Pivot Tables, VLOOKUP, Data Validation, Conditional Formatting.
- **Operational:** SLA Management, Risk & Compliance, Customer Verification.

EDUCATION

- B.B.A / B.M.S (Finance & Management) | Centurion University of Technology and Management | 2024
- Class XII | 2021
- Class X | 2019

LANGUAGES

- English
- Hindi