

# Mukund Kumar

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## SUMMARY

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Highly motivated and results-oriented Team Manager with 2 years of experience in accounting operations and team leadership. Proven track record of increasing efficiency, accuracy, and compliance in financial transactions. Skilled in cost and budget accounting, accounts payable/receivable, and billing/invoicing. Passionate about developing and leading high-performing teams.

### Proficiency:

SAP, Salesforce CRM, Oracle, MS office, Power BI, Excel Macro & VBA

## PROFESSIONAL EXPERIENCE

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Suma Soft Pvt Ltd.

Pune, India

06/2023 - Present

**Team Manager-Accounting Operations**

As an Operations Team Leader at Suma Soft LTD in India, I am responsible for overseeing and managing a team of operations staff to ensure efficient and timely completion of tasks. With my strong leadership capabilities & Management skills to detail, I successfully maintained high productivity levels while also ensuring quality standards & Process Optimization can be met.

- Led a team of 29 accounting professionals in overseeing day-to-day financial transactions, ensuring accuracy and adherence to regulations, accounting principles, and standards.
- Implemented process improvements that resulted in a 30 million increase in efficiency and a 12% reduction in errors as working independently.
- Managed cost accounting functions, including allocating and analyzing direct and indirect costs, conducting actual vs. budgeted cost variance analysis.
- Developed and monitored annual revenue/expense budgets to control funds and measure operating results.
- Oversaw accounts payable/receivable and billing/invoicing processes.
- Recruited, hired, trained, and developed team members, providing ongoing coaching and mentorship in line with employee lifecycle management principles.
- Conducted performance reviews, implemented pay reviews, and prepared employees for future assignments.
- Set direction and developed business & operational areas for the accounting team, aligning them with short- and long-term goals.
- Established and implemented policies & practices to ensure smooth workflow and compliance.
- Demonstrated strong problem-solving skills, evaluating and implementing effective solutions to complex accounting challenges.

**Maersk GSC***Senior process Expert*

Pune, India

05/2018-06/2023

- As a Senior Process Expert at Maersk GSC in India from May 2018 to June 2023, I was responsible for overseeing and improving various processes within the company. Through my strong analytical skills and attention to detail, I was able to identify areas for improvement and implement efficient solutions to enhance productivity and reduce costs.
- Oversaw and enhanced financial processes to improve efficiency and reduce costs.
- Achieved a 20% increase in process efficiency through streamlining initiatives.
- Conducted training programs for team members, enhancing skill sets and performance.
- Validated orders and processed customer invoices accurately.
- Implemented automation to reduce manual workload by 50%.
- Led continuous improvement projects, resulting in operational excellence & mentoring team.
- Managed Salesforce operations, aligning functionalities with business requirements.
- Developed and monitored annual budgets, aligning with organizational financial goals.

**SKP Business consulting LLP***Process Associate*

Pune, India

08/2016-05/2018

- As an Associate at SKP Group Consulting LLP, I was a key member of the consulting team, providing support and expertise to clients in various industries. I worked closely with senior consultants to develop and implement strategies for improving business processes and increasing efficiency. My time at SKP Group Consulting LLP allowed me to gain valuable experience in project management, data analysis, and client communication.
- Managed accounts payable & Account receivable, ensuring accuracy and compliance.
- Assisted in developing and implementing business strategies to enhance client efficiency.
- Conducted thorough data analysis to provide actionable insights.
- Collaborated with cross-functional teams to achieve project objectives.
- Managed client communications to ensure understanding and satisfaction.
- Oversaw order management processes and bookings using technical expertise on Oracle R12.
- Utilized Salesforce applications to streamline sales and service & billing process.

**Infosys BPM***Jr. Accountant*

Pune, India

07/2015-08/2016

- During my time at Infosys BPM, I worked as a Junior Accountant and gained valuable experience in financial management and analysis. I was responsible & committed for maintaining accurate records of financial transactions and assisting with budgeting and forecasting.
- Managed accounts payable/receivable, ensuring accuracy and compliance.

- Assisted in preparing monthly financial reports and forecasts.
- Resolved client billing issues efficiently.
- Conducted variance analysis to monitor budget performance.
- Participated in audit preparations, ensuring regulatory compliance.
- Implemented cost-saving measures to enhance departmental efficiency.

## **EDUCATION & OTHER**

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**UNIVERSITY:** MBA (Finance), Pune University – Specialized in Financial Management, Cost Accounting, and Budget Analysis.

**GRADUATION YEAR:** B. Com (Commerce), Magadh University – Focused on Accounting Principles and Financial Reporting.

**LANGUAGES:** English, Hindi, Marathi

**Certification:** Power BI, Salesforce Administrator, Excel Macro

**INTERESTS:** Cricket, Outdoor games, cooking, Reading

**Address:** Neo city, Bakori road, Wagholi, Pune, India