

POONAM KUMARI

TEAM LEAD

📍 BENGALURU, INDIA

📞 9866252091

◦ DETAILS ◦

Bengaluru, India
9866252091
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◦ LINKS ◦

[LinkedIn](https://www.linkedin.com/in/poona-kumari-91322274/)
<https://www.linkedin.com/in/poona-kumari-91322274/>

◦ SKILLS ◦

Team leadership & development

Financial reporting specialist

Financial Planning

Risk Management

Revenue Generation

Customer Relations

Change Management

Strong communication skills

MS Office suite

Blackline

SharePoint

Oracle & Peoplesoft

Salesforce

SAGE

◦ LANGUAGES ◦

Hindi

English

👤 PROFILE

Associated with Accenture Solutions Pvt Ltd. from last 2 years in R2R process, handling general ledgers, reconciliation, banking reconciliation, forex tax in blackline and SAP tools.

🗓 EMPLOYMENT HISTORY

Analyst at Accenture Solutions Pvt Ltd., Bengaluru

August 2022 — Present

- ❖ Headed all day-to-day, month-end, quarter-end, and year-end close activities. \$100 million annual revenues.
- ❖ Completed month-end financial close in three business days with nearly 100% accuracy.
- ❖ Completed all the key and non-key reconciliations on monthly as well as yearly basis.
- ❖ Prepared the SLA at the end of the day.
- ❖ Developed a comprehensive ad-hoc monthly financial reporting package to keep pace with growing organizational complexity.
- ❖ Successfully implemented new financial and operational software's as well as sunset legacy systems.
- ❖ Proposed and published metrics and KPIs to be incorporated into our monthly financial statements.

Process Developer at Genpact India Ltd., Bengaluru

May 2019 — July 2022

I was working as a Record to Report Banking administrator for 3 years for a UK client. Where I am responsible for handling different OpCo (Country) Daily Bank accounts reconciliation, clearance of suspense accounts, Journal preparation, posting and Balance sheet accounts reconciliation. Handling some months end activities.

Senior Executive at Teamlease Services Ltd., Vadodara

December 2015 — April 2019

Handling 100% accounting and some parts of administration, I have to manage days to day cash flow and MIS, invoice preparing, Vendors Management, generating Purchase order, GST calculation, petty cash maintenance, PF withdrawal process etc.

🎓 EDUCATION

Bachelor of commerce, Saurashtra University., Rajkot

May 2008 — June 2011

Post Graduate Diploma in Management, Parul Institute of Management, Vadodara

May 2012 — July 2014

Completed Post graduate diploma in management major Finance in 2014.

❖ COURSES

SAP FICO, SAP Academy, Hyderabad

June 2021 — November 2021

👥 INTERNSHIPS

SBI Payment Services (Onsite) at State Bank of India, Vadodara

May 2013 — July 2013

The internship was all about back-end activities with marketing. We have to convince shopkeepers to install the POS machine and document it in SBI file with all the details.