

# POONAM KUMARI

TEAM LEAD

📍 BENGALURU, INDIA

📞 9866252091

## ◦ DETAILS ◦

Bengaluru, India  
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## ◦ LINKS ◦

[LinkedIn](#)  
<https://www.linkedin.com/in/poonam-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 month 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 day 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.