



Rahul Kumar

Team Leader - PTP

Skilled Accounts Payable Manager with 12 years of experience providing effective leadership and training to accounts payable team. Expertise in overseeing payables departments operations, invoicing, vendor relations, payment processing and employee relations including expense reporting and account reconciliation. Successful in reconfiguring workflow and staff responsibilities to improve efficiency.

Contact

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Expertise

People management

Accounts payable

Employee performance mgt.

Process improvement

Vendor management

SAP/S4HANA

Education

2010

PGDM (Finance)

Sinhgad Institute of Management and
computer application , Pune

2008

Bachelor's in commerce

Pune University

Professional skills

MS-Office : Proficient

SAP ECC & S4HANA: Proficient

Maersk CC&AP Pro certified

Adobe photoshop

Agile way of working

Language

English : IELTS Band 7

Hindi : Native Speaker

Experience

2019 - Till date

Maersk Global Services Centre 1 Pune, India

Team Leader

Primary duties include but not limited

- Leading & managing a team of 8 specialists, handling AP invoice processing for multiple regions (global).
- Team performance discussion and coaching along with feedback for their career growth.
- Assist in the development and implementation of improved ways of working for vendor invoice processing.
- Review, maintain, and monitor the continuing effectiveness of the system of internal controls and compliances.
- Strives for SLA excellence (operational excellence) along with favorable KPIs.
- Identify opportunities for process improvement to realize team efficiency and create standardization.
- Providing support for audit queries internal as well as external (PWC).
- Managing escalations, weekly meetings and reporting for all involved projects.
- Key manager from AP execution during May 2023 SAP to S4HANA migration.
- Regional master data approver for SMDS (SAP) and MDG (S4HANA).
- Introduced the concept of model office using daily huddle board, which can be used physically in office or virtually while working from home.
- Secured cost saving/avoidance worth USD 0.7mn in 2023.
- Agile project for Improving invoice processing accuracy (brought accuracy from 62% to 98%) and transforming Non PO to PO process (helped in 17% POT improvement).
- Delivered 3 process transitions from different location to Pune GSC in 2022-23 with same team strength which eventually helped to achieve efficiency target for the year.

2015 - 2019

Vodafone Shared Services 1 Pune, India

Assistant Manager

- Leading AP invoice processing team (PTP) of 11 FTEs.
- Grooming team members to the next level by giving continuous feedback and arranging training sessions.
- Managed daily accounts payable processes and ensured correct classification of cost/expenses within defined timeline.
- Monitoring activities performed by the team and driving daily operations efficiently to achieve our KPIs.
- Reviewing monthly Balance Sheet Reconciliation, ensuring no aged-unidentified items are open on the vendor ledgers.
- Reviewing monthly and quarterly vendor statement reconciliation on SAP.
- Manage Training for New Hires and existing teams including process documentation, classroom training and training need analysis.
- Received Silver award for Model office board which helped to reduce aged open payable item from 1.7 mn to 0.4mn through driving agile project.
- Delivered migration of vendor SOA reconciliation from manual ways to SAP based reconciliation.
- Supported team to clear 70% aged debit balance by connecting with multiple vendors over a call.
- Collaborated with internal teams for GRIR clearance.

2014 - 2015

Principal Finance Group I Pune, India

Process Associate

- Responsible for providing requested reports related to 401K plan & backup data for distributions to auditors.
- Managed the Allocation process of client funds among its employees, communicating and coordinating with the onsite team to get the work done efficiently.
- Publishing monthly KPI's.

2013 - 2014

State Street HCL Services Pvt. Ltd. I Pune, India

Analyst

- Daily and monthly cash/asset reconciliation between Client and Associated Custodian using TLM 2.7 and PLM.
- Daily reconciliation of different products in the portfolio such as Fixed Income, Derivative products, Mutual fund, Mortgage back securities.
- Responsible for delivering training to new joiners, refresher training & query resolution to team members.
- Working on Bloomberg in order to research on Corporate Action, Coupon, Pay down (for Bonds), Dividend (equity), security description etc.

2011 - 2013

Affinity Express (GAS, India) I Pune, India

Quality Controller

- Proof-reader for ads prepared by the team of designers using multiple application like Adobe photoshop, MS-Word, Adobe illustrator.
- Validating specifications and other mandatory regulations before delivering it to our final customer.
- Conducting classroom training for new hires. Taking conference calls with clients along with department manager.
- Conducting Team meeting for applying new methods and indulging in different issues.
- Sending price quotation and turnaround time to our clients.
- Supervised team of 13 people (work allocation and rostering).

Accomplishments

- Successful transitioning of Invoice processing tasks from different location to Pune GSC.
- Delivered 1 business transitions by collaborating with procurement team under California and China port with no delays.
- Successfully completed POT project resulting 98% in timely payments of vendors.
- Successfully completed migration of Distiller to open text which helped to achieve 0.5 FTE.
- Successfully completed project to automate invoice posting of 60 monthly NON-PO invoice through PO STP.
- Maersk CCAP Pro certified.
- Extra mile award in 2021 and 2022 along with champ of the month in 2023.
- Received Certificate of Recognition for living the Vodafone values.
- Represented Vodafone in Clash of Corporates in Dance category organized by Radio Mirchi Pune.
- Managing Team Fun Committee.
- Got Star performer Award at Affinity Express.
- Organized various cultural and social events at college level.
- 2nd runner up of COLLEGE IDOL organized by NIEM Pune (2007).
- Mr. FRESHER of SIMCA PGDM (2008 Batch).
- 1st runner up of solo dance competition organized by Sinhgad Institute (2010).
- 1st runner up of inter college group dance competition organized by Sinhgad Institute (2009).