MUKESH KUMAR

Personal Details:

Permanent Address:

EE-26/3A, Sector-2, Salt Lake, Bidhannagar (M) Sech bhawan
North 24 Paraganas West Bengal-700091

Present Address:

Manjrai Village, Sr no-14/2, lane no-3
Near kalyani School, Manjri Pune-412307

Email- mukesh1992kumar@gmail.com

- ✓ Mobile No- 9038560843
- ✓ DOB- 10/02/1993
- ✓ Languages- English, Hindi & Bengali
- ✓ Religion- Hindu

Skills

- ✓ MS Office (Adv. Excel, Word & Power Point)
- ✓ Good Communication
- ✓ Internet surfing
- ✓ Interpersonal

Career Objective

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization

Professional Experience

WNS Global Services - *Assistant Manager* (April 2023 -present)

- Managing accounts payable for Europe, Middle East and Africa (EMEA) US & Asia -Pacific (APAC)
- Having monthly catch-up call with client for operation updates.
- Managing team of approx. 15 members which includes task assignment, tracking of activities and their performance.
- Monitor error tracking, discuss with team, document root cause analysis, and lay out preventive measures.
- Reviewing and approving the SLA&LPI
- Table of Authority (TOA) update by vendor and cost center.
- Reviewing & approving invoices as a first level of approver.
- Ensure an accurate and timely monthly, quarterly & year-end close.
- Collaborates with the other department managers to supports overall department goals & objectives.

**WNS Global Services - *Lead associate* (April 2021- April 2023)

- Have a good understanding of the end- to-end process flow for AP.
- Processing and have a strong understanding of the PO elements like price quantity & 3way matching.
- Performing vendor recon and clearing down the aged debit balance & queries (blocked invoice and direct debit)
- Preparing standard operating procedure (SOP) that includes step by step process to be followed while processing of invoice & get approved by client
- Close interaction with business and performing user acceptance test (UAT) as per business requirement.
- Follow up on any pending actions with approvers of invoices and highlight to the manager in case of any challenges like late payments, dispute, service disconnection notice.
- Assisting in review the process for RPA project.
- Prepare month-end Accounts Payable Accrual & advise GL Team for monthly accruals.

Genpact India Pvt. Ltd. -*Process Associate* (July 2017-April 2021)

- Working understanding of PTP
- Proficient in SAP.

Expertise

- ✓ Accounting Software (SAP, Oracle & Tally)
- ✓ Readsoft Verification
- ✓ PeopleSoft
- ✓ SharePoint
- ✓ TrackPoint

Strength

- ✓ Self -motivated
- ✓ Punctual
- ✓ Skilled at balancing and prioritizing multiple tasks to meet deadline.
- ✓ Flexible & Adaptable to change

- Effectively handled invoices, accuracy, verification, invoice processing (Region-Europe & North America)
- Responsible for training in the particular region in terms of new-hire and cross training.
- Holding high priority mailbox and vendor queries relating to the important vendor query.

Achievements

- Done transition and the process got stabilized
- First point of contact for process related queries for internal team and clients
- Won four bronze and one silver category award
- **Lean Project**-Auto routing and auto posting of non-PO invoices and back up for non-PO invoice approval role.
- Drive AP trainings to new joiners and conduct refresher training for erroring processors.

Academic Qualification

Degree/course	Institution/university	Year of passing
B.com	WBSU	2014
12TH	BSEB	2010
10TH	BSEB	2008

Co-curricular Activities

- Being a corporate social responsibility (CSR) for the process volunteered for the activities like tree plantation conducted CSR day at site level
  IT Spoke (I make sure all the systems are working fine on the floor)

Declaration

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars