



Poonam Khanduri

Assistant Manager

Overall, 10 Years of experience in RTR Finance and General Ledger Accounting.



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Pune



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EDUCATION

MBA Finance MD University

07/2012 - 05/2014

BBA MD University

07/2009 - 05/2012

SKILLS

Revenue Accounting
Audit & SOX Compliance
Bank Reconciliation
Balance-Sheet recon
Inter-office reconciliation
Lease accounting
Treasury
Transformation & Automation
Process Transition

TOOLS

Cadency /Blackline
Oracle R12 HFM/EPM
JIRA
Co-star
Thought Spot
SAP

WORK EXPERIENCE

Assistant Manager

Wipro India Pvt. Ltd.

04/2022 - Present,

Achievements/Tasks

- Ensure adherence to SOX and internal controls in all Finance projects into RTR.
- Contribute ideas and actions toward transformation and identify automation prospects.
- Support strategic projects and initiatives. Prepare the Risk Assessment and remedies for RTR.
- Offer solutions to transform operations' complex problems and make them more scalable with in-depth analysis.
- Reviewing accuracy, TAT, and evidence for all financial accounting & reporting MEC closing activity, balance sheet, and reporting on HFM.

Assistant Manager

Genpact India Pvt. LTD.

03/2019 - 04/2022,

Achievements/Tasks

- Successful completion of the onsite transition in the United Kingdom (Northampton) in 2019.
- Set up another transition process for Morocco & Italy offshore.
- Well-versed in developing, maintaining, and revising SOP's and other documentation systems.
- Operates as a subject matter expert and continuously looked for improvement areas and drives the idea of automation through Macro in various reporting.
- To enhance controls and replicate best practices in regions.
- Provide Automated solutions to the problem that will bring FTE benefits.
- Responsible for month-end close activities & timely delivery of all monthly reporting requirements related to closing.
- Worked for all Revenue Reporting Accounting Journal, Fobin & Fob out, sales revenue journals, COGS & Expense revenue, Deferred journal on a monthly basis. Worked for some time for Lease accounting in co-star.
- Worked in Actual & forecast Web forms into Hyperion and EPM tools

SME

Mercer Consulting (India) Pvt Ltd

10/2013 - 03/2019,

Achievements/Tasks

- Worked on Treasury part Daily cash Analysis & movement between internal banks and prepare SPR.
- Hands-on experience preparing sales reconciliation and variance analysis between ledger and sub-ledger.
- Ensuring continuous interaction with the clients to make sure that areas of concern can be worked upon for improved service levels.
- Performing Balance sheet reconciliations, accrual, the closing of books, and HFM / One Streamreporting
- Inter Office reconciliation booking of Open Items Away country Invoices, Listings, reclass, FX, and rounding off entries.
- Prepared Monthly Settlement intercompany and third-party payables.
- Monthly Dashboard for Month end performance call.
- Validating the team's performance on a regular basis. If required, find the loophole and render feedback on the same.