

CURRICULUM VITAE

Rashmi Sonkusare
Mobile No: 9096891626
Email: rashmi.sonkusare@gmail.com

Objective:

To work in challenging and competitive environment in order to stand with the latest knowledge, widen my interpersonal skills to the best of my abilities for the organizational Excellence and my career growth. Long term goal is senior management position.

Personality Traits:

- Consistently maintaining a positive attitude and enjoy helping people
- Articulate, friendly, and very effective working with people of different backgrounds and temperaments
- Accurately record, remember, and verbally communicate very detailed information
- A problem solver who quickly grasps complex situations and turns them into manageable tasks
- Produce quality work even when under extreme time pressure and deadlines
- Proven ability to understand and follow complex instructions to successful conclusions
- Collaborate in terms to produce quality reports
- Multitasking as and when required

Technical Skills

- Knowledge about Oracle, MS Office suite and Finops central

Experience Summary:

10 years & 8 months of experience in AP (US process as well as India Retail) in successfully managing and organizing personal time and workload

Organization #1 UPS Logistics Pvt Ltd, Pune – 5 Years & 11 months (Jan 2013 – Dec 2018)

Job Responsibilities as Senior Administrative Assistant

- Auditing and validating invoices (US & CA) processed by team members
- Also do error research and provide resolution
- Coordinate with the locations in case of queries for the invoices sent for processing by the vendor and giving timely resolutions
- Checking invoices properly to avoid duplicate payment to the vendors
- Vendor reconciliation and managing ageing invoices
- To make sure batches are audited on time to make the payment on timely manner
- To be attentive to the details and to be updated for all exceptions
- Sending daily work status to supervisor
- Proficient in email escalations, problem solving, analysis skills and always customer focused
- Also worked on other sub processes like

- 1) International term, priority invoice processing (ERAC & LRAC) and Domestic term invoice processing(US & CA)
- 2) Cargo Network services (CNS) as well as Non-CNS which includes PO creation, re-bills research, handling gateway holds, adjustments in Oracle.
- 3) Business critical, Domestic Priority and Next Day invoice processing (US & CA),
- 4) Domestic commercial truck as well as dedicated truck invoices
- Actively participates in Process Improvement

Organization #2 Amazon Development Centre Pune – 4 Years and 9 months (Dec 2018 - Present)

Job Responsibilities as Senior FinOps Analyst

Invoice Processing Team -

- Invoice processing on daily basis as per their ageing in order to meet TAT with accuracy
- Exporting data from LF repository related to IP on daily basis
- Preparing total queues and ageing report of Newly scanned invoices and allocation queue
- Equal allocation to team members
- Posting the daily processed count
- Handling application issues and raising TT if required
- Providing access to New users and help them with on boarding
- Cancellation and Un-cancellation of invoice followed by detailed resolution
- Auditing valid POD for invoices created by team
- Sending Purchase created report to Tax team on weekly basis
- Crossed trained on reporting tasks such as Dashboard and WBR report and sub processes like PreValidation, Dropship Hold release, VCW hold release
- Other Adhoc activities (Payment term update, Testing of UI and other changes if required, Vendor queries, Audit queries)
- Team Management (Team queries, timely updates to team, roasters, Arranging Fun activities)
- Handling emails from other upstream or downstream processes

Project Delhi – 3rd Party seller service

- Creation of test case scenarios
- UAT testing of 3rd Party seller portal and Oracle web ADI
- Pulling out AP payments report, APTB report, unadjusted advance report
- Daily discussion call with development team
- Creation of SOPs

VCW Invoices –

- To check all the compliance points and release the invoices from hold in vendor central
- Help and train the vendor to get onboard and create, upload invoices on vendor central
- Sharing invoices pending for creation on VC with vendor on weekly basis
- Handling rejections and bring out the resolution so that vendor is paid on time
- To have a regular call with top 10 vendors and vendor managers to assure the smooth workflow and mitigating the road blocks if exists

- Publishing daily team productivity report to managers
- Perform the die-hard activity to maintain the PAM
- To work with other upstream process like MFI and resolve their queries by finding root cause and provide with the resolution

Job Responsibilities as FinOps Specialist

- Weekly tracking of IBR inflow of vendors
- Handling vendor disputes and queries at global level (Different marketplaces – NA, EU, LATAM, MENA, APAC)
- Getting in call with vendor and to know the challenges and resolving it
- Resolving PQV issues and reducing the defects which are causing PQV by performing root cause analysis
- Perform vendor reconciliation and settlement calculation and offer the payout to vendor
- Getting approvals from leaders as per S&TP policy
- Coordinate with supporting teams over SIM or emails
- Perform GRC(Governance, Risk and compliance) audit on quarterly basis for settlements and disputes

Academic Background:

- **M.B.A. in Finance** from Pune University (JSPM College of engineering and research) with 62% in year 2010-12
- **B. C. A.** from Nagpur University (Sardar Patel College) with 57.56% in year 2007-10
- **H.S.C** from Nagpur University (Janta College) in year 2005-07 with 64.33%
- **S.S.C.** from Nagpur University with 73.73% in year 2004-05

Achievements:

- Awarded as Spark of brilliance for quick learning and processing Term Invoice with 100 % TAT and 99.87% accuracy in 2013
- Got promoted as senior Administrative assistant in year 2014
- Awarded as employee of the year (2015) for keeping “Brand promise” and for being consistent and dedicated towards work
- Awarded as Spark of brilliance for auditing maximum number of invoices with 100% external accuracy in month August 2016
- Received a Zenith award for Q3 2019 for displaying leadership principles
- Promoted to new level as FinOps specialist in year 2022

PERSONAL BACKGROUND:

Name: Rashmi Sonkusare

Present Address : Flat no C-203, GK Royale Rahadki Greens, Phase 1, Shivraj Nagar, Rahatani, Pune - 411017

Date of Birth: 1st March 1990

Nationality: Indian

Languages Known: Marathi, Hindi, and English

Interests: Zumba, travelling, drawing

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Pune

Date: 06-Oct-2023

Rashmi Sonkusare