

# CURRICULUM VITAE

## **Abhishek Rughani**

A-1003, Tanish Icon, near Dutt Nagar bus stop,

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### **SYNOPSIS**

To nurture my career by acquiring maximum knowledge, working in diversified areas, believing in team work, and putting my best efforts towards the organization growth and prospects.

### **ORGANIZATIONAL EXPERIENCE**

**Organization:** Johnson Controls India Pvt Ltd.

**Duration:** Jan 2021 – till date.

**Designation:** Assistant Manager (Intercompany Accounts Payable).

**Location:** Pune.

Key Deliverables:

- ↳ Performing RCA for the payment issues within intercompany vendors (EMEA Region).
- ↳ Manage and approve payment batches for intercompany vendors.
- ↳ Performing SOA reconciliation for intercompany vendors on monthly basis.
- ↳ Daily allocation of E-mails within team and monitoring for accurate and timely replies.
- ↳ Resolution of aged invoices by following up with procurement and on shore teams.
- ↳ Replying to Audit queries raised for intercompany transactions.
- ↳ Process transition from Bratislava to Pune (remote transition) in Feb'2021.

**Organization:** Evolent Health International Pvt Ltd.

**Duration:** April 2019 – December 2020.

**Designation:** Analyst, Accounts Analyst.

**Location:** Pune.

Key Deliverables:

- ↳ Posting of PO and non PO invoices for India and US entities (Workday ERP).
- ↳ Audit and approval of Expense Reports for India and US based employees.
- ↳ Handling expense inquiries.
- ↳ Preparing Amortization schedules for prepaid invoices.
- ↳ Presenting high priority invoice status report to management on daily basis.
- ↳ Managing Urgent payment request.
- ↳ Managing payment inquiries.
- ↳ Daily allocation of work within team on JIRA ticketing tool

**Organization:** Maersk Global Service Centre Pvt Ltd.

**Duration:** May 2017 – April 2019.

**Designation:** Analyst AP (SGNA).

**Location:** Pune.

Handled daily A/P processes, timely and accurate processing the invoices (Non-PO Invoices) for Africa Region on SAP

Key Deliverables:

- ↳ Managing urgent payment request.
- ↳ Daily allocation of invoices within team.
- ↳ Reporting daily parked and posted invoices.
- ↳ Monitoring vendor debit balances and clearing them through regular follow-ups.
- ↳ Assessing and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- ↳ Managing vendor accounts, making payment as per schedule.
- ↳ Reconciling vendor's monthly statements with the database and updating vendors about their outstanding payments.
- ↳ Resolve any query issues according to defined policies and procedures.

**Organization:** Metro Global Business Services Pvt Ltd.

**Duration:** August 2014 – May 2017.

**Designation:** Operations Analyst.

**Location:** Pune.

Key Deliverables:

- ↳ Processing all financial invoices and credit notes (received by vendors).
- ↳ Identifying cost to enter into correct GL and Cost Centre.
- ↳ Assisted in preparing SOP for the process.
- ↳ Preparing allocation and consolidation for team on daily basis.
- ↳ Training of new team members on systems and process.
- ↳ Sharing the AP process highlights on monthly basis to management country partners.
- ↳ Communicating with stakeholders by mail or Via Telephone.
- ↳ Internal quality check on daily production report for overall accuracy of team.

#### COMPUTER PROFICIENCY

- ↳ Working Knowledge of Windows and MS office applications.
- ↳ End user of SAP.
- ↳ End user of Workday Finance ERP.
- ↳ End user of Jira ticketing tool.
- ↳ End user of Baan IV ERP
- ↳ End user of JD Edwards ERP

## EDUCATION

- ↳ CMA Intermediate for Pune Chapter of ICMAI - Dec 2021.
- ↳ PGDBA finance from Symbiosis Centre of Distance Learning Pune - 2014-2017
- ↳ B.COM from Saurashtra University Rajkot - 2011-2014.
- ↳ H.S.C. from Gujarat State Board Rajkot - 2011
- ↳ S.S.C. from Gujarat State Board Rajkot - 2009.

## PERSONAL DETAILS

Name: Abhishek Rughani  
Address: Dighi, Pune-411015.  
Date of Birth: 16/06/1993  
Sex: Male  
Marital Status: Single  
Hobbies: Music, Riding, Movies  
Languages Known: English, Hindi, Gujarati,