

CURRICULUM VITAE

Abhishek Rughani

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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,