

JYOTI RUTHLA

CONTACT

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EDUCATION

DOCTORATE (Ph.D) • 2024
Tilka Manjhi Bhagalpur University
Bhagalpur (Bihar)

M.COM • 2013 • 73.75%
Tilka Manjhi Bhagalpur University
Bhagalpur (Bihar)

CA-IPCC • 2014
The Institute of Chartered
Accountant of India

KEY SKILLS

Record to Report (R2R)
Fixed Asset & Lease Accounting
Reconciliation
General Accounting
Internal Control

INTERESTS

Travel
Music
Singing

ACHIEVEMENT

Paper presenter in “UGC
sponsored international seminar”
organized by TMBU.

Completed MS-office office
certification from ICA.

PROFILE

As an adaptable and innovative finance professional, I seek to contribute to an organization that values strategic thinking and creative problem-solving. I aim to leverage my expertise and qualifications to navigate challenges, drive operational efficiency, and support the achievement of business objectives.

EXPERIENCE

EXTERNAL CONTRACTOR • JUNE 2025 – TILL DATE

DuPont – Hyderabad

System Skills – SAP, Ecosys MS-Office suite

- Currently part of Fixed Asset team ensuring smooth process operation and month-close.
- Managing project creation, project validation, budget updates and other related project management together with project closure activities.
- Processing journal entries, accrual postings, and ad-hoc financial reporting with a focus on accuracy and compliance.
- Ensuring USAT/UAT for migration of data for entities part of demerged entities.

PROCESS DEVELOPER • APRIL 2018 – JULY 2022

Genpact India Pvt. Ltd. – Hyderabad

System Skills – Peoplesoft, Planon, Tally ERP, MS-Office suite

- Played a key role in Asset Management (Fixed Assets) ensuring accurate and timely financial transactions.
- Managed capitalization, liquidation, transfer, and disposal of assets in ERP.
- Processed journal entries, accrual postings, and ad-hoc financial reporting with a focus on accuracy and compliance.
- Performed depreciation runs for multiple entities, comparing current and previous period results for financial accuracy.
- Compiled asset enclosures for month-end reporting, supporting financial analysis and review.
- Reviewed and modified fixed asset purchase orders, ensuring alignment with client requests and operational needs.
- Ensured Franchise billings, processing of mass invoices, Credit corrections and ad-hoc client requirements.

Completed GMCS, ITT and Orientation program organized by The Institute of Chartered accountant of India.

Recommended significant procurement transformation opportunities to the client.

- Processing and amendment of purchase orders based on client request.
- Worked as an integral part of Stores team handled and major assignments for a period of time.
- Preparing cash report and cash reconciliation for more than 50+ stores.
- Archiving the processed document of cash recon.

Project Assignment

- Identified and implemented process improvement opportunities
- Supported Stores team on preparing cash report and petty cash reconciliation to clear long pending open-items.
- Archiving the processed document of cash recon.

ARTICLE ASSISTANT

Dhandhanian & Co. – Bhagalpur

System Skills – Tally ERP, MS-Office suite

- Executed in Internal Audit and Statutory Audit of limited and private limited entities.
- Performed various statutory audits e.g. VAT Audit and Tax Audit
- Working exposure of Due Diligence of various Indian companies focusing primarily on the review of key business processes.
- Worked in the areas of TAX compliances, ITR filling etc.
- Worked for ROC compliance and other legal or statutory compliances for companies, individual and partnership firms.