

# RUCHIRA DHURI

**Mumbai - India**

**SENIOR PROCESS ASSOCIATE – Operations/Accounts Payable**

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*Offering 10 years' experience as Senior Process Associate in reputed Multinational Companies.*



## Profile Summary

- A competent professional with qualitative experience in the field of Accounts Payables.
- Strong understanding with experience in various Operations and Accounts related activities such as Invoice processing, Statement creation.
- An effective communicator with excellent relationship building & interpersonal skills. Strong problem solving & organizational abilities. Possess a flexible & detail oriented attitude.
- Possess sound critical thinking skills & work ethics with high degree of curiosity to drive the next levels of business questions and insights.



**Key Skills:** Finance operations, Invoice processing, Client queries handling, Operations Management, Customer Relationship Management, Financial Analysis, Gathering & Analysis, Training/Development



## IT Skills

- **Operating System:** Windows XP & 2007
- **MS Office:** Word, Excel, PPT
- **Trade Finance Applications:** SAP.



## Personal Details

**Date of Birth:** 26th May, 1991  
**Nationality:** Indian  
**Languages Known:** English, Hindi, Marathi



## Education/Certification

- **2009 – 2012:** Bachelor of Accounting and Finance, Mumbai University, India
- **Feb 2009:** H.S.C, Maharashtra Board.
- **Dec 2007:** S.S.C, Maharashtra Board.

## WORK EXPERIENCE

Since Sep'2024 -  
Till Date

### OERC

**Position: Admissions Officer**

- Manage student records and registration.
- Oversee admissions and enrollment processes.
- Ensure compliance with academic policies
- Manage college finances and budgets
- Oversee student billing and financial aid
- Ensure financial compliance and reporting
- Oversee recruitment, hiring, and employee onboarding
- Manage employee benefits, training, and development
- Ensure compliance with labor laws and regulations
- Coordinate admissions processes and recruitment
- Review applications and make admission.
- Handle petty cash of the college.
- Process invoices of college equipment, utility bill, maintenance receipt.

Since Oct'2019 -  
July'2023

### LafargeHolcim Private Limited

**Position: Senior Accountant**

**Department: Accounts**

- Processing employee reimbursements using SAP software.
- Checking invoices as per Compliance policy on daily basis.
- Employees Travel & expenses reimbursement of 6 countries -- Spain, North Germany, South Germany and Moldova.
- Provide support to business process owners in execution.
- Take corrective action on client query and investigate the same.
- Checking quality for team member who have joined less than 3 months.
- Ensure prompt response to queries of local business/regional team.
- Preparing Standard Operating Procedures (SOPs).
- Grooming new joiners to the process and guiding them in adjusting to the process.

Since Oct'2018 –  
Oct'2019

### Volkswagen Finance Pvt LTD

**Position: Senior Accountant**

**Department: Accounts**

- Booking and payment of expenses to third party vendor.
- Booking and payment of reimbursement of expenses to employees.
- Bank Reconciliation.
- Electronic Bank statements upload in SAP.
- Assisting in Financial Reporting & Audit.
- Monthly Provision of all departments and also pass provision entries after finalizing.
- Pass Salary entries and prepaid entries.
- Maintain Petty cash as and when required and also tally the same on monthends.

**Since Sep'2015 –  
Sep'2018**

**WNS Global Services Pvt Ltd**

**Position: Senior Associate**

**Department: Operations/Accounts Payable**

- Responsible for Invoice processing in SAP
- Handling all issues/ queries of Operation/ Clients/ Application Vendor.
- Creation of invoice, statement as per client requirements.
- Preparing daily count file (Invoices & emails received & processed/worked)
- Track and Download invoices from Jobrouter.
- Reconcile the invoices file on monthly basic.
- Delivering all Training/ Demo sessions for clients whenever required.
- Monthly reconciliation of vendor statement with SAP.
- Posting VAT entries on SAP.
- Prepaid Provision on monthly basis.

**Procurement Operations Role**

- Verification of Purchase requisitions and PO creation.
- PO confirmation and working on Past dues and Blocked invoices.
- Update the Vendor Master Records, Info records in the system.
- Assisting onsite team members and Vendors regarding PO issues.
- Publishing weekly dashboard for overview of team performance.

**Jan'2014 –  
Aug'2015**

**TATA CONSULTANCY SERVICES**

**Position: Process Associate**

**Department: Accounts Payable**

- Worked with Tata Consultancy Services in Procure to Pay process as Process Associate on Grade 1 from 28th January, 2014 till 20th Aug 2015 and have worked exposure to ECC version of SAP system.

**Vendor Payments & Troubleshooting**

- Mainly responsible for invoice processing/vendor payments processing in SAP R3/ECC
- Routing DP's to respective person in case of discrepancy
- Working on overdue invoices and following up with payment team and resolving internal payment issues
- Vendor reconciliation
- Solving payment related issues of vendor on timely basis, providing payment status to vendors

**Vendor Management:**

- Updating vendor records as and when required
- Contacting vendor team for confirmation of the change
- Following up with vendor coding team to get vendor details updated

**Others:**

- Allocating work for team members
- Preparing process documentation, Inventory Report, SOP, etc.
- Contacting Midland seniors in case of any process update

**Jan'2014 –  
Aug'2015**

**NUCLEUS INTEGRATED COMMUNICATION & SOLUTIONS**

**Position : Account Executive**

**Department: Bank Reconciliation & Documentation**

- Bank Reconciliation
- Documentation
- Vouching
- Maintaining Company Accounts.

**Nov'2012 –  
May 2013**

**S.P. Kanekar & Co**

**Position : Account Trainee**

**Department: Bank Reconciliation**

- Bank Reconciliation
- Filing TDS Return
- Documenting the processes of Purchase & Inventory
- Making Reports of Bank
- Audit in L&T, Kamgar Sahakari Pathpedi Maryadit, Air India  
ACE Banks, Cash Count including ATM cash Count.

*References are available upon request*