RUCHI

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# Snapshot

I am a highly qualified, driven and motivated financial executive with 12+ years of experience of managing several departments with a deep and multifaceted understanding of financial, commercial and corporate matters.

**Profile:**

* Excellent interpersonal skills, confident and poised in interactions with individuals at all levels readily developing rapport with clients and colleagues.
* Highly trustworthy, ethical and discreet; committed to superior customer service.
* Dedicated individual; achieving a reputation for consistently going the “extra mile”.
* Detail orientated and resourceful in the completion of projects with an ability to multitask and meet strict deadlines.
* Proven ability to collect consolidates, organize and prioritize financial documents.
* Highly regarded for a proactive attitude and an ability to think literally, providing ideas and solutions.
* Adopt a creative approach to problem solving through use of excellent analytical skills.
* Organized individual with exceptional follow through capabilities.

# Professional Experience

## Aggreko international projects ltd   FEB 2012 – Dec 2017

## SENIOR ACCOUNTANT/ COMMERCIAL CONTRACT – SUPERVISOR

**Direct Reporting To:** Finance Manager

* **Responsibilities:**
  + Supervised the life cycle of all active project invoices.
  + Develop and maintain **financial databases** such as Debtors Aging, Debtor Days etc.
  + Performed account **reconciliations** on all financial databases.
  + Executed accounting for all areas such as booking invoices, credit notes, expenses, salaries, banks, sales, inventories and fixed assets, banks / payable accounts / receivables accounts reconciliations.
  + Ensure *timely preparation* of budget, annual financial accounts and management accounts as required.
  + Ensuring all accounting entries and recharges are completed, producing P&L’s, ensuring BalanceSheet reconciliations are completed.
  + Ensuring **data accuracy** and fulfilling the deadlines established.
  + Cash flow **forecasting** on weekly basis in various regions and subsequent submission to treasury team in Glasgow.
  + Updating executive managers and Board members on risks identified and recommending actions to be taken via **financial management reporting.**
  + Manage **monthly closing** of financial records and posting of month end information ensuring accuracyof financial statements.
  + Analyze and book *supplier invoices* and expense reports for accuracy and eligibility forpayment.
  + Prepare for **financial audit** and coordinate the audit process .
  + Was responsible for the ***Audit Process*** *for risk analysis* on New Contract and determining the financial viability of the project and eventually seek relevant approval if required.
  + Was responsible for preparation and presentation of the Project Status Report.
  + Assured **Continuous Improvement**ensure all invoices are timely completed as per the agreed terms and condition.
  + Handling the process of Western Union to over 20 project sites worldwide
  + Assisting with internal and external audit requirements.
* **Highlights:**
  + Achievement of KPI resulted in return on capital employed by 0.05 percentage point
  + Involved in the development of a ‘Tax Database’ to ease decision-making
  + Orange Belt Training – leading a team of 4 to develop a combust process in order toreduce Average Delay days in invoicing from 18 days to 10 days, which consequentially increased the **Returns on Capital Employed.**

## hamilton design Int. LLc | aug 2008 – jan 2012

## commercial & financE TEAM LEADER

**Responsibilities**

* + Overlooked the logistics and continuous review of the **Contract Library**, producing supporting documentation.
  + Was Responsible for review of all subsequent contracts/sub – contracts, warranties, bonds, and the like to ensure that any obligations placed on the company meets the minimum requirement.
  + Carried out the analysis of the financial characteristics of the tender proposed.
  + Oversaw documentation of invoices relating to subcontractors, suppliers, top management, Purchased and Operations Department and other stakeholders involved.
  + Assisted with collecting, tracking, verifying, and reporting on budgets, commitments, and obligations.
  + Was responsible for tracking the life cycle of all invoices and detection and irregularities.
  + Was Responsible for preparation and presentation of the **Project Status Report.**

## nissan middle east | sept 2007 – jul 2008

## sales administration SENIOR EXECUTIVE

**Responsibilities:**

* + Overlook market research and develop strategies in accordance to current marketing trends.
  + Engaged in coordination between the sales and technical team of the organization.
  + Handle the organizations miscellaneous events and logistic operations.

## i-flex solutions | jan 2005 – aug 2007

## Administration MANAGER

**Responsibilities:**

* + Responsible for development and maintenance of a documentation management system.
  + Point of contact for coordination between the departments of the organization to ensure the smooth and efficient operation of the branch.

# Education

* COMPLETED MBA Finance from MAHE MANIPAL, DUBAI
* COMPLETED Bachelor in computer application from AMITY UNIVERSTITY, INDIA
* Trained in orange EXCELLENCE TOOLS AND TECHNIQUES
* Performed ISO internal Auditor Training course
* VARIOUS software course such as M3, SharePoint, ABI, Microsoft Office, SQL, C, C++
* COMPLETED PRODUCT KNOWLEDGE

# Personal Information

* Date of Birth : 6th September 1983
* Visa Status : Under husband’s Sponsorship
* Nationality : Indian
* Martial Status : Married
* Languages known : English and Hindi

Possess a UAE Driver's License