

Rukshar Ansari



About Me



4 Years Experience



March 5, 1998



Currently Working in Dubai UAE



+971521352040



Rukshaansari17@gmail.com



+971545492475

Background: Accounts and Finance

Working with an accounting team has always been a pleasure and passion for me.



Education

Masters, Business Administration

Ramaiah University of applied sciences
Bangalore, Karnataka

Graduated, October 2020

Marks 80.4%

A+

Bachelor, BBM

Global institute of management sciences
Bangalore University
Bangalore, Karnataka

Graduated, 2018

Marks 80%

A+

10+2

Mubarak Mandi
Jammu and Kashmir Board
Jammu, J & K

Graduated, July 2015

Marks 73%

Division 1



Professional Qualifications and Affiliations

- Knowledge in SAP Software.
- Knowledge in ORACLE Software.
- Tally



Career Highlights

- Working in IT Firm from last 3+ years and have a good Knowledge of SAP and ORACLE Software.
- Currently working in a Food Industry as an Accountant and sales Coordinator.



Skills

- Microsoft office
- SAP
- Tally ERP
- Oracle



Work Experience

Accounts

Procurement

Sales Coordinator

Elements Foodstuff Trading LLC Dubai, UAE.

Vendor Query Management (VQM)

Sutherland Global

Chennai, India

Purchase Coordinator

Capgemini Technology Services India Limited.

Karnataka, Bangalore India

Roles and Responsibilities:

- **Invoice Processing:** Timely and accurate processing of PO, Non-PO Invoices in SAP with the accuracy level as per the SLA established policies and procedures.
- **Purchase Entry:** Entering the daily purchases in tally.
- **Cash Book:** Maintaining cash book, petty cash on daily basis.
- **QMS:** Preparation of query file on weekly basis, validation and follow up with clients.
- **Block Report:** Preparing block report on weekly basis, validating price and quantity discrepancy and follow up with the clients and vendors.
- **Handling Special Invoice:** Taking care of special and critical invoices like Utility in USA.
- **GR\IR:**
 - ❖ Preparation of GRIR data on by weekly basis and segregation of data on the guideline basis.
- **Audit and Duplicate reports:** Analyzing and taking required action for the audit and duplicate observations.
- **Payment:** Preparation of payment proposal and releasing the payment once the approval is received
- **Training:** Training the new joiners and ensure proper training and guiding them in case of any obstacles or issues.
- **Vendor Query Management:** Working closely with vendors on a day-to-day basis. And communicating with suppliers regarding orders and shipping schedules.
- **Orders:** Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- **Order Schedule:** Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time
- Reviewing budgets and available resources to ensure Smooth Customer relation.

- **Meeting Updates:** Planning meetings with Clients.
- **Accounts Payable and Receivables:** Looking after the expected payment and receipts of the company



Computer Proficiency

- Word 2010
- Excel 2010
- Power Point 2010



Languages

- English
- Hindi



Personal Interests

- Cooking
- Outing



Personal Details

Mother's Name : Mrs. Zabeen Ara Ansari
Birthday : March 5, 1998
Gender : Female

Marital Status: Single
Nationality: Indian
Passport No : T3640287

Declaration:

I, RukhsarJahan Ansari, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Rukhsar Jahan, Karnataka, Bangalore