

# RUKMANI MISHRA

## FINANCE & MARKETING GRADUATE



### CONTACT

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Deoria, Uttar Pradesh, India

### SKILLS

#### Soft Skills

- Financial Analysis & Reporting
- Client Relationship Management
- Team Leadership & Collaboration
- Time Management & Prioritization
- Problem-Solving & Decision Making
- Effective Communication
- Interpersonal Skills
- Compliance & Risk Awareness

#### Hard Skills

- Tally ERP & Accounting Software
- Bank Reconciliation & Vendor Management
- Tax Filing (ITR, GST, E-Invoicing)
- Procure-to-Pay (P2P) Process
- AML/KYC & Customer Due Diligence (CDD)
- Financial Statement Analysis
- Financial Modeling & Budgeting
- Microsoft Excel (Intermediate), Word, PowerPoint



### PROFILE

PGDM graduate in Finance and Marketing with strong expertise in financial analysis, accounting, P2P, and AML/KYC compliance. Currently working at IBM as a Process Associate (P2P) with prior experience at Genpact as an AML/KYC Associate. Skilled in Tally ERP, GST e-invoicing, vendor reconciliation, and financial reporting. Adept at ensuring accuracy, compliance, and efficiency while collaborating with cross-functional teams.



### WORK EXPERIENCE

#### IBM - Process Associate (P2P) - September 2025- Oct 2025

- Process vendor invoices including PO-based and Non-PO-based invoices with accuracy.
- Perform Vendor Master Maintenance, duplicate record checks, and verification of invoices.
- Coordinate with stakeholders to resolve blocked invoice issues, ensuring timely posting in accounting systems.
- Manage manual and automatic payment requests, including travel and expense claims.
- Handle duplicate payment resolution, recovery, and vendor reconciliation via calls and emails.
- Ensure adherence to SLAs and compliance timelines.

#### Genpact - Associate (AML/KYC)

Jan 2025 - Aug 2025

- Conducted KYC/Customer Due Diligence (CDD) for individuals, corporations, and charities.
- Verified beneficial ownership (BO), controllers, sanctions, and adverse media screening.
- Interpreted evidence across multiple tools to validate customer legitimacy.
- Monitored and tracked incidents to ensure resolution within SLA.
- Recommended process enhancements to improve accuracy and efficiency.
- Maintained awareness of regulatory updates and applied procedural changes.

#### Abhay & Associates - Finance Intern

May 2023 - Jul 2023

- Managed accounting and reporting using Tally ERP.
- Performed bank reconciliations and financial reporting.
- Filed ITR returns and generated GST e-invoices (GePP).
- Maintained financial records ensuring compliance with standards.



## EDUCATION

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### PG Diploma in Management In Marketing & Finance

Jaipuria Institute of Management, Noida

**Year of Passing:** 2024

### Bachelor of Commerce (Honours)

Amity University Rajasthan

**Year of passing:** 2022

### Bachelor of Hotel Management (Minor Degree)

Amity University Rajasthan

**Year of passing:** 2022



## EXTRACURRICULAR ACTIVITIES

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- President – Student Excellence Council
- Coordinator – Discipline & Grievance Redressal Committee
- Internship Program Organizer – Amity University Rajasthan
- Class Representative – Amity University Rajasthan (2019)
- School Captain (2017-2018)
- Quiz Competitions – 1st Place & Certificates of Excellence (2020)
- IBM's Design Thinking Practitioner Badge (2022)
- Sports & Cultural: Basketball (Inter-school), Dance Competitions, Military Training Camp, Hindustan Olympiad participant
- Yellow Belt – Indian Combat Martial Arts Academy



## LANGUAGES

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- English
- Hindi

## DECLARATION

- I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

**Rukmani Mishra**