HAJAR BOUACHRA

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Vilnius, Lithuania

BUSINESS MANAGEMENT & ANALYSIS

Detail-oriented Finance & Accounting professional with end-to-end experience across Accounts Receivable (AR) and Accounts Payable (AP/S2P). Holds a Bachelor's degree in International Business from Vilniaus Kolegija along with a background in Management and Economics. Hands-on expertise using enterprise ERP platforms including SAP S/4HANA, SAP Legacy, and Sage X3 for cash application, account reconciliations, and ledger maintenance. Trilingual in English, French, and Arabic, with a proven track record of optimizing financial workflows in corporate GBS environments

KEY COMPETENCIES

Process improvement
Financial Reporting
Knowledge of Accounting Software
Report writing and presenting
Critical thinking skills
Excellent communication skills
Strong interpersonal skills
Proactive and self-motivated
Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Source to Pay - Accounts Payable Intern, BMI GBS **july 2024 - september 2025**

- Processed invoices and managed timely payment processing.
- Maintained accurate financial records and documentation.
- Reconciled accounts payable to ensure accuracy.
- Managed vendor relations, resolving payment and invoicing issues.
- Ensured compliance with financial policies and supported reporting tasks.

Accounts Receivable Specialist / Analyst | Vilnius, Lithuania **Sep 2025 - present**

- Oversee Accounts Receivable operations, credit allocations, and ledger management for corporate accounts across French, UK, and DE/AT (Germany/Austria) markets.
- Process incoming payments and perform daily cash applications using SAP S/4HANA.
- Monitor aging reports, manage cross-border collections, and conduct structured follow-ups to systematically reduce Days Sales Outstanding (DSO).
- Perform monthly customer account reconciliations, resolving complex billing discrepancies and payment disputes in coordination with regional sales teams

Administrative Intern, Sotemag **Aug 2022- Oct 2022**

- Gained hands-on experience in multiple departments, including Customer Service, Marketing, and Sales.
- Assisted in addressing customer inquiries and providing support as a Customer Representative.
- Collaborated with the Sales team to process orders and maintain client relationships.
- Adapted to diverse roles and responsibilities, enhancing flexibility and problem-solving skills.

EDUCATION & CERTIFICATIONS

Bachelor's Degree in Management
Majors: Management and Economics
University Ibn Zohr
Final Project: The Impact of Digitalization on Banking Operations
Vilniaus Kolegija | Vilnius, Lithuania

Bachelor of Business Administration (BBA) in International Business | Graduated

Certificate in Business Development

EXTRACURRICULAR ACTIVITIES

Vice President, Green Skills Club

Professional Development: Seeking opportunities to attend workshops and seminars related to management and economics.