**MANIKANTA**

[**MANIKANTA.258801@2freemail.com**](mailto:MANIKANTA.258801@2freemail.com)

***PROFESSIONAL PROFILE***

A resourceful, dedicated, service oriented, customer focused, and qualified MBA graduate with a uniquecombination of skills and capabilities acquired during studies and work experience across hospitality, finance and accounts with a commitment to the achievement of targets and business objectives. Works effectively on own initiative with the organization and enjoys being part of a successful and productive team and thrives to work in highly pressurized and challenging working environments

***OBJECTIVE***

Currently, as a fresher in the UAE, looking for new career as Accountant/Teller ,one that will make best use of my skills and experience whilst enabling further personal and professional development in the most dynamic environment of remittance hub.

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| •Smart and presentable. | •Ownership. |
| •Service driven. | •Team work. |
| •Result oriented. | •Accounts reconciliation. |
| • Business acumen. | • Cash operations. |
| • Customer service. | •Complaints handling. |
| •Positive attitude. | •Payments processing & settlements |
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***ACADEMIC QUALIFICATIONS***

* Masters of Business Administration-Finance & Marketing 2015
* Bachelors of Commerce-Computers 2012
* College Studies-Commerce 2009
* High School-English, Social and Science 2006

***FURTHER SKILLS***

***Languages***

* English – Fluent.

***Computer & IT***

* Microsoft Office™(Word™, Excel™, andPowerPoint™,)Internet, and Email.
* Tally-ERP 9 version.

***PROJECTS & INTERNSHIPS***

* **Project Title –**Research on Working Capital Management Sujala Pipes Ltd, India 2015.
* **Area -** Finance &Marketing
* **Project Summary –**Collection of information of working capital, analyzing of cash inflows and cash out flows required for the management for revenue generation.
* **Events-**Excelsior 2K 13- Coordinator for a Finance Event.

***CAREER SUMMARY***

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| **Assistant Claims Processing Executive, India.** | **Mar, 2015-Dec, 2015** |

* Processing of claims and validating the information on all medical claims.
* Claims repricing that focuses on claims adjustments.
* Review of any flagged historical claims for accuracy and investigation of claims for potential overpayments.

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| **Accountant, Pala Homes India, India** | **Jan, 2013-Nov, 2013** |

* Account payables, account receivables, salaries and remuneration for staff.
* Maintenance of shareholders balance sheets.
* Handled company taxes to the governments, payment of company bills, and deduction of employee’s taxes.

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| **Front Office Associate, Ellaa Hotel, India** | **May, 2012 –Jan, 2013** |

* Performing all Front Office activities.
* Cash Handling and Credit Policy identification.
* Cash checks, endorsements, and processing of transactions.
* Complaints handling and feedback collection.

**Key Achievements**

Letter of Appreciation-Excellent Customer Service for CBD-COP 11 Delegates World Summit guests.

***INTERESTS & HOBBIES***

* Listening to music, playing cricket, watching native movies.
* Travelling to new places.

***REFERENCES AVAILABLE ON REQUEST***