**Manoj**

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**CAREER OBJECTIVE:** Seeking an exciting professional career in **FINANCE** and **ACCOUNTING** utilizing my skills and abilities in a dynamically evolving industry that offers professional growth as well, while being resourceful, innovative and flexible.

**KEY SKILLS:**

* 2+yrs. of extensive experience in Financial Accounting.
* Multi-Faceted experience in handling Invoice processing, Process training.
* Experienced in working in fast-based environments, focusing on achieving business targets, handling multiple responsibilities with minimal errors.
* Strong experience in providing consistent satisfaction by maintaining a good track record of managing service delivery.
* Good communication and interpersonal skills, motivated with strong commitment to quality and customer service.
* Quick learner and a good team member.

**PROFESSIONAL EXPERIENCE(S):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Company** | **Duration** | **Exposure in** | **Designation** |
| 1 | Soch Apparels Pvt Ltd | Dec 2015 to March 2018 | Accounts Payable | Analyst |

**ESPONSIBILITIES – OPERATION**

* Processing of invoices and credit notes (PO and Non PO) using oracle Ginesys tool.
* Worked on Supplier finance invoice’s and Urgent invoices.
* Worked on Allocation report.
* Working on Rejection quality check Report.
* Used to action on any query / urgent posting related E-mails which was directly sent by the Clients.
* Processing rectification entries whenever necessary.
* Respond to all the queries from the suppliers and the business with adequate information within the stipulated time.
* Co-ordinate and assist the team members to resolve the queries received from the suppliers and the client.
* Initiating team meeting or team huddle to discuss the critical issues of the process on a daily basis.
* To implement new ideas in the process which effects in cost reduction, saves time& saves time in processing.
* Ensuring the payment goes to the supplier on the scheduled date without escalation.
* Worked on Parked follow-up, where the invoices are parked in oracle Ginesys requesting for more details from supplier/business, sending chaser emails and closing the query.

**SKILL SET:**

**Operating System** : Windows XP/7& Windows 10

**Accounting Software :** oracle Ginesys

**Other Tools** : MS office, MS Excel, MIS reports

**Typing Skills** : 25 WPM

**EDUCATIONAL QUALIFICATION:**

* Completed **Bachelors of commerce** Degree from **Bangalore university**
* Completed **Pre University** in Commerce
* Completed **SSLC**

**PERSONAL DETAILS:**

**D.O.B**  : 29/10/1994

**Gender** : Male

**Religion** : Hindu

**Nationality** : Indian

**Languages Known** : English, Hindi, Kannada.tamil and Telugu

**DECLERATION:**

I Hereby Declare That The Above Said Information Is True To The Best Of My Knowledge.