**CURRICULAM VITAE**

MANOJ

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To work with a reputed organization in a position where I can develop and utilize my versatile skill set, add demanded value to the organization I work for and thus to prove my worth.Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**EXECUTIVE SUMMARY:**

A dynamic professional with 9+ years of experience in Finance and Accounts, Operations,ProcessImprovements, and Team management. Experience in account payables, receivables,General Ledger,Reconciliations, debt collections,Intercompany accounting. Additional Experience in Process Management, Team Management, Business Excellence and achieving customer satisfaction. Proficient in abstracting & Process development and initiatives taken to improved productivity, Team building capability & Quality enhancement. Adapt in maintaining healthy business relations with clients, ensuring the customer satisfaction by achieving delivery and service quality norms. Good Experience in managing teams for running successful process operations & experience of developing SOPs, service standards for business excellence. Good Knowledge in identifying process improvements and also expert in providing feedback to the process associates based on quality audits and rendering suggestions for improvement.

Been to (Germany) 2 months for Process Transition with 3 member’s team through ACIS. Successful migration & significant achievement in process improvements.

**ORGANISATIONAL SCAN**

**VODAFONE INDIA SERVICES PRIVATE LIMITED PUNE (May 2016to December16) Senior Executive**

**General Ledger accounting-Intercompany**

* Responsible for accounting of Intercompany transactions for Qatar &Ghana company codes.
* Providing Monthly Settlement Forecast report to Local Market Treasury Team.
* Settlement of agreed invoices to Trading Partners via Loan Adjustment entries and Bank Transfers. Reporting of Settlement activities took place in a month.
* Analysis and resolution of Mismatches for Balance Sheet and P&L accounts under Intercompany range of accounts.
* Reporting of ICO Balance Sheet and P&L accounts Mismatch Analysis to Business Controllers.
* Preparation of Reconciliations of Intercompany and Balance sheet accounts and Reporting of Open item report and action plan to clear the same to Local market Finance team.
* Performing Intercompany balance agreement process to avoid the ICO difference between the partners during the month-end.
* Handled escalation mails rose by Local Markets Finance team on any issues, by taking necessary inputs from team, taking onus of mistakes from team members and ensured Local Market proper control is now in place to avoid such mistake in future.
* Process walk through for Audit purposes, Year-end and interim Audit.
* Performing variance analysis and removing HFM difference on a monthly basis.

**WNS GLOBAL SERVICES PRIVATE LIMITED PUNE (May 2014to May 2016) Assistant Manager**

**Key Deliverables:**

**Fixed Assets& General Ledger accounting:**

* Prepare and review the journal entries for accruals and prepayments with TAT &accuracy.
* Prepare Monthly Dashboard & GL KPI data
* Preparing and assigning balancesheet tracker to team members and providing the Recs status to the clients.
* Updating and reviewing the Operational tracker.
* Preparing and updatingand reviewing the DPMs on a monthly basis.
* Attending training sessions, conducting team meeting & sharing updates.
* Monitoring and reviewing error Log and preparing the consolidated error log for EMEA.
* Preparation of prepayment tracker and sharing with clients on a monthly basis.
* Preparing and scheduling the MRM with the clients after the month end to understand and resolve the operational challenges.

**ALLIAN CORNHILL INFORMATION SERVICES PRIVATE LIMITED(JAN 2011 –May 2014) Executive Credit Controller– Client: Allianz Global Corporate and Specialty.**

**Job Profile: Reinsurance and RevenueAccounting- GERMANY,UNITED KINGDOM,USA & CANADA**

**Key Deliverables:**

* Ceded &assumed Statement Preparation, allocation of technical items and creating payment requests.
* Creation of ADT files for uploading in to ADT monitor in order to reflect the entries in GG & Mapping of unmatched policies to Dummy policies& Running Queries and generating reports for allocation of cancellation entries.
* Creating KPI,AQS ,Daily aged debt report & Audit related reports on a monthly basis.
* Processing day to day technical accounting entries in GG &updating the tracker accordingly.
* Ensure timely completion of work within in SLA or targets defined &To make timely communication with customer.
* Provide support to manager in process documentation and other customers (both internal and external).
* Support with reporting requirements for the process / function. Weekly and Monthly MI.
* Performing Broker Account Allocations,Overseas Premium Tax & Daily Settlement Accounts.& Formatting of statements and emailing it to Brokers and Az OE contacts.
* Sending the DSA based MI report to UK Credit Controlling team.
* Reconciling statements in Assumed and processing receipts in SAP Generating Proof of Loss and emailing it to Reinsurers.
* Attend training for personal and process developmentHelp other team members to attain the process goal / objective.
* Revenue Tracker Updation& Prepare Invoices(Expense,Levy,Efforts& Network) on a daily basis.
* Sending a reminder for submission of month end billing data to the respective business divisions on a monthly basis.
* Performing the Monthly Reconciliations - Cost Centers,Head Count &Unbilled Report to divisions
* Reconcile Debtors & Revenue with SAP on a monthly basis & Sending out the Outstanding Debtors Report to Divisions on a monthly basis. Remittance details and updation of debtors report on a daily basis&do follow up.
* Preparation of FCM & ECM &Progress reports on a monthly basis.

**Responsibilities Undertaken:**

* Took up the role as Subject matter Expert&deliver Training to new candidates.
* Given the responsibility to take up tasks related to ISO 9001:2000 Audit.
* Preparation and presentation of process manuals and process maps for a better and controlled work flow.
* Weekly and monthly Foreign Exchange Rate Updating.
* Preparation of Weekly & Monthly MIS for the weekly &Monthly Relationship Meeting (MRM)

**Significant Highlights:**

* Got the appreciation from Managers, Deputy Heads, Top level Management for successfully implementing Quality Management System within the process which resulted in getting the process ISO 9001:2000 certified.
* Nominated for “OPEX UK awards” for the year 2013 for successfully completing and implementing the project IQ-MECS within the stipulated time and for achieving the targeted project goal.
* Successfully completed the Blue belt training and became blue belt certified.
* Implemented process improvement ideas (TBi2S) to reduce the process time.
* Completed a remote transition with regard to OPT allocation from UK in ACIS.
* Secured international insurance certification from Allianz.
* Nominated as subject level expert for the yellow belt project being undertaken in ACIS.
* Secured Reward & Recognition for the best performance in ACIS.
* Received Best presenter award during knowledge management session conducted in ACIS.
* SPOC for different audits include ISMS, QMS,Internal&Externals audit being conducted in ACIS.
* Attended Training programme on Quality Management System (ISO 9001:2000)&SAP FICO

**PROJECT DESCRIPTION:**

**PROJECT IQ – MECS (Improvement in Quality and Minimization of Errors in Ceded Statements)**

* Project was undertaken to improve the ceded statement preparation process in order to reduce the time in processing and reduce the formatting as well as the numerical errors. The objective was to reduce the numerical error to Zero and formatting to 95% and the time in processing by 50% and thereby reducing the processing cost. Analysis done was SIPOC analysis, Ishikawa (Fishbone) to identify the root cause, Cost Benefit Analysis, Process analysis to identify the value added and non-value added work etc.. We could generate 3 solutions and 3 of the solutions are considered for testing. Solution was to fully automate the process by developing Excel Macro. We could implement the solution within 2 months after UAT (User Acceptance Testing) successfully. Successful implantation of IQ-MECS project lead to reduced processing cost by 60% and thereby increased the customer satisfaction by delivering error free ceded statements.

**WNS GLOBAL SERVICES PRIVATE LIMITED PUNE** **(SEP09 to Jan 2011)Intercompany Analyst**

**Key Deliverables:**

**Job Profile: Client:BAUSCH&LOMB Europe Division.Intercompany Accounting**

* Recording of journal entries include accrual &adjustment on a daily basis.
* Raising of invoices to the respective entities before the intercompany close and would make sure that SLA has been met.
* Preparation of Reconciliation includes “Accounts receivables and payable,Unbilledreceivables, Unbilled payables on a monthly basis & allocating the technical bookings on a monthly basis.alsoChecking the authenticity of the transaction which has been posted to ICO accounts.
* Preparation of Accounts receivables statement on a monthly basis.
* Updation of the daily activities tracker.
* Preparation of Netting file and upload the data in Citibank to make the online payment to the respective entities & Interactions with Main bank branch for resolution of Queries& Co-coordinating with clients in order to resolve the difference.

Significant Highlights:

* Secured Reward &Recognition (Hi-Flier)for the best performance from WNS.
* Completed a remote-transition with regards to billing from UK.

**IBM INDIA PRIVATE LIMITED BANGALORE (****NOV2007TO AUG2009) Executive finance and accounts**

Job Profile:(Client : BRITISH PETROLEUM NORTH AMERICA)General Ledger& Intercompany accounting

* CO Master Activities – Creation, alteration and closing the Cost center, Profit Center and Internal Order.
* Preparation of Variance analysis &Supplementary data on an Quarterly basis.
* Proactively identify issues, to ensure smooth operations with the clients & improve processes on an ongoing basis.
* Analyze transactions/balances, understand and explain variances, and proactively identify potential problems and solutions. Providing Invoices and accounting of invoices raised by Trading partner/s and vice versa
* SPOC for Home audit & G L Rationalization project. To provide detailed audit sample for all activities, and maintain effective documentation with regard to each case. Reply to audit queries (if any).
* Intercompany and Balance sheet reconciliation on a monthly basis as well as processing the journal entries.

**CERAMIC TRADE CORPORATION BANGALORE (AUG2006TOAUG2007)Executive finance and accounts.**

**Roles & Responsibilities**

* Reconciliation of Bank Accounts, Debtors & Creditors on a monthly basis.
* Journalizing all transactions relating to sales and purchase.
* Verification of vouchers on a daily basis.
* Periodical review of AR and AP & Preparation, confirmation of Purchase orders &preparing final accounts on a monthly basis.

**AcademicQualifications**

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| --- | --- | --- |
| DEGREE | UNIVERSITY/BOARD | SCHOOL/COLLEGE |
| CMA(US) | Pursuing | Certified Management Accountants |
| B.Com | Calicut University(2003.-2006) | SreeneelakandaSarmaGovt Sanskrit College, Pattambi. |
| Plus Two | Board of Higher Secondary Education, Kerala-2001-02 | Government Oriental Higher Secondary School Pattambi. |
| SSLC- | Board of Secondary Education, Kerala-2000 | Government VoccationalHiger secondary school,Koppam |

**Technical Skills**

ERP Package :SAP R/3 (FI/CO End User),Oracle(PeopleSoft),Global Genius&Oracle R12.

Accounting Package :Tally 6.3&7.2 Internet Enabled, Peachtree Accounting&Office packages

**Achievements and accomplishments in Academic.**

* Participated in National Cadet Corps and Secured the Certificate Examination A,B&C with A,B grade respectively.
* Participated in Quiz competition & College Athletics & Inter college Music competition.

**Strengths:**

* Good knowledge of Accounts, Interpersonal and Analytical skills,team player.
* Attitude to work under various constraints, do and get the work done by the team according to business requirements.
* Self motivated individual who is goal oriented and comfortable with any environment and at all levels.
* Reliable - flexible and innovative within the work environment.

**Personal information** :

* Gender :Male
* Marital status :Married
* Languages known :English, Hindi, Kannada,Malayalam,Tamil,German(A1)got trained.
* Date of Birth & Age : 30/05/1986, 30 Years
* Hobbies : Reading newspapers and journals, playingcricket,Football,Chess

**DECLARATION:**

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

Date: Place: Dubai