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| Name: Manjunatha Email: [manjunatha.387822@2freemail.com](mailto:manjunatha.387822@2freemail.com) |  |

CAREER OBJECTIVE

**To be a part of well reputed organization which enables me to enrich my knowledge through challenging opportunities, encouraging innovation, meaningful career growth and to grow with it by depicting high quality professionalism in service.**

**Educational Qualification:**

* **B.com -(2011-2013) Eastern Institute for Integrated Learning in Management, Sikkim university class obtained First class**
* **PUC -(2005- 2007) Bharath Education Society class obtained Second class.**
* **SSLC- (2004-2005) Government High School Gottigere. Class Obtained Second Class.**

**Strengths:**

* **Good Verbal and Written Communication Skills.**
* **Strong interpersonal skills and ability to deal successfully with all level to customers and staff. Enthusiasm for operational work and desire to constantly improve.**
* **Possess good leadership skills and presentation skills.**
* **Accept response and ability to work under pressure.**
* **Self motivated and determined**
* **Open mind to learn new things**
* **Ability to desire and learn new skills and improve existing capabilities.**

WORK EXPERIENCE

**Experience: 1**

**Company Name : Travel Air P Ltd**

**Tenure of Service : Jan-2017 to Till now**

**Designation­ : Assistant Accounts Manager**

**Department : Foreign Exchange**

**JOB DESCRIPTION:**

**Handling the Entity EMEA:-**

* **Preparing Bank Reconciliation, inter branch reconciliation and intercompany reconciliations.**
* **Preparing and checking vendor Payments on daily basis through online banking.**
* **Remittance of GST and TDS and PT online and filing returns.**
* **Take caring of Pan India Branches Payments & Receipts Entries from the HO.**
* **Handling payables & receivables from the vendor.**
* **Handling Pan India Branches Funds Related Issues & Arranging Funds in time.**
* **Constant guidance and training to the branches about Accounting principles and Online Forex software**
* **Putting Efforts to complete all accounts related works within the time.**
* **Sharing accounts related ideas with Higher Management to implement the new rules in Branches.**
* **Involving preparing of Balance Sheet with Higher Management Team.**

**Experience: 1**

**Company Name : Orient Exchange & Financial Services (P) Ltd**

**Tenure of Service : Feb 2015 – Nov 2016**

**Designation­ : Assistant Operation Manager**

**Department : Foreign Exchange**

**JOB DESCRIPTION:**

**Handling the Entity EMEA:-**

* **Handling Pan India Branches Funds Related Issues & Arranging Funds in time.**
* **Take caring of Pan India Branches Payments & Receipts Entries from the HO.**
* **Take Caring Export & Import Currency Payments.**
* **Handling payables & receivables from the vendor.**
* **Coordinating with Other country Branches for the Funding of Export & Import currency payments.**
* **Handling All Accounts Executives Team to assist the work quarterly basis.**
* **Constant guidance and training to the branches about Accounting principles and Online Forex software**
* **Putting Efforts to complete all accounts related works within the time.**
* **Sharing accounts related ideas with Higher Management to implement the new rules in Branches.**
* **Involving preparing of Balance Sheet with Higher Management Team.**

**Experience: 2**

**Company Name : TeamLease Services (P) Ltd**

**Tenure of Service : June 2014 – January 31st 2015.**

**Designation­ : Senior Accounts Executive**

**Department : Provident fund & Pension**

**Job Profile:**

* **Handling activities settlement of PF and pension claims.**
* **PF Calculation and advice the Finance team on monthly PF remittance.**
* **Maintaining the PF database for more than 4 Lacs Employee records.**
* **Coordinating with PF office for pension queries and death cases and preparing the Monthly returns and submitting the same to PF office.**
* **Daily basis Bank Reconciliation (BRS).**

**Experience: 3**

**Company Name : Lotus Forex Ltd Hongkong**

**Tenure of Service : Aug 2013 to April 2014**

**Designation­ : Research Analyst (Customer Resolution Service)**

**Job Profile:**

* **Ensure timely completion of reconciliation of following:**

**. Banks accounts**

**. Inter branch accounts**

**. Intercompany accounts**

**. Receivables & payables**

* **Preparing monthly reports**
* **Visiting branches for internal audit**
* **Assist the manager in timely transfer and management of company funds**
* **Keep a proper vigil on accounts so that frauds, siphoning of Funds, duplication of entries, unauthorized entries etc can be avoided/detected early/checked & controlled**
* **Constant guidance and training to the branches on Accounting principles and Online Forex software**
* **Responsible for timely processing of payments entries, receipt entries, journal entries, etc.**
* **Interacting with ship captains through E-mails to reach there with required cash denomination (in U.S Dollars).**

**IT SKILLS:**

* **CTMS Operating Systems : MS OFFICE, Basic MS Excel, Outlook**
* **Applications : Tally 9**

**Additional Contribution to the process:**

* **Branch’s auditing.**

**Personal Dossier:**

**Date of Birth : 01-08-1986**

**Current Location : Bangalore**

**Languages Known : English, Hindi, Kannada, Marati**

**Nationality : Indian**

**Sex : Male**

**Marital Status : Single**