

Manoj.V

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 Attibele, Bangalore-562107

Professional Summary

- Having 7 + years of experience in accounts and finance with various industries like Audit Firm, Manufacturing Unit, Fund services
- To be part of a progressive organization where I can utilize my expertise in the field Accounting and Finance to the optimum level and contribute towards the success of the organization as well as professional growth of self.

Current Work Experience & Profile:

22 June 2020 to Till Date : - Intertrust Group (Finance Exe)

- Validation of Vendor Agreements & Processing Vendor Payments with 3way Matching
- Reviewing daily P&L transactions accounted in Tally and clear accounting issues by collaborating with operations team.
- BRS, TDS Workings, PT, MPR & Validation of Applicability GST
- Handling Daily Cash & Monitoring Bank Accounts
- Intercompany & Vendor Reconciliations
- Validating Employee Reimbursement & Processing Payments
- Maintaining vendor Master data & Tracking
- Review P&L items during month end and prepare variance report.
- Taking cost accrual every month and prepared provision schedule & Prepaid Schedule every month.

Previous Work Experience

Tough Glass India Pvt Ltd –

J.Accounts Exe - 15 Feb 2017 to 20 June 2020

- Preparation of BRS, Accounts Payables & Receivables
- Ensure the payments are done as per the Payment Cycles
- Monthly closer of books of accounts are done as per the timelines.
- Computation and payment of statutory dues – TDS, PT
- Everyday Bank Reconciliation
- Purchase Bills Accounting & PO Comparison with Suppliers
- Payment Handling , Including Debtors & Creditors
- Bank Works- Cash Deposit & Withdraw, Import Payments
- Handling Statutory audit at the end of the financial year.

Education

Qualifications	Institutions	Percentage	Passed Year
MBA (Finance & HR)	Loren International Institute of Management Studies-Bommanahalli	63%	2015
B.COM	S.S.M.R.V Degree College Jayanagar 4 th T Block	55%	2013
PUC	Swamy Vivekananda Rural P U College , Chandapur	62%	2010
High School	St. Philomena's High School , Attibele	54%	2008

Strength

- Hardworking
- Committed
- Aimable
- Integrity
- Positive

Other Interests:

- Playing Cricket
- Cooking
- Travel

Languages Known

- English
- Kannada
- Telugu

Technical Skill

- MS Office , VLOOKUP, Pivot
- Tally , ERP

Personal Details

- DOB:02-May-1993
- Marital Status :
Married
- Religion: Hindu

Permanent Address

Manoj. V

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