CURRICULAM VITAE

MANESH SREEDHAR

E-mail: - maneshsreedhar38@gmail.com

Mob: - +919539806096

What's App- +919972832569

OBJECTIVES

To seek for opportunities where I can contribute towards achievement of the organizational goals while best utilizing my academic and professional knowledge, which will effectively utilize my skills, abilities, experience and knowledge to provide mutual growth and enhancement.

EDUCATIONAL QUALIFICATION

Year	Particulars	%
2018	**DIPLOMA IN ACCOUNTING AND FINANCE (SANFORD COLLEGE OF TECHNOLOGY, BANGALORE, INDIA)**	60
2016	**DIPLOMA IN AUTOMOBILE ENGINEERING (KMCT POLYTECHNIC COLLEGE, KERALA, INDIA)**	60
2012	**12th (CBSE, MES RAJA RESIDENTIAL SCHOOL, KERALA, INDIA)**	70
2011	**10th (CBSE, THE ASIAN SCHOOL, BAHRAIN)**	50

TECHNICAL TRAINING

- Certification in **MS-OFFICE and Tally ERP 9.0.**

- Proficient experience in **Microsoft Excel and Manual Accounting using Tally software.**

- Certification in **Diploma in Office Administration and Finance Accounting.**

SKILLS

Invoice review and approval, Accounts Payable, Accounts Receivable, Tally ERP 9, SAP, Billing, CTMS (Clinical Trail Management System, Microsoft Outlook, Accounting, Invoice Processing, Microsoft Word, Microsoft Excel, Quick Base Reconciliation Tool, General Accounting.

LABCORP DRUG DEVELOPMENT, BANGALORE, INDIA

Duration: May 2022 to May 2023

Designation- Grants Payment Assistant, Grants Payment Operations Department

Job Summary: Specialized in handling Invoices, Invoice Processing, Reconciliation, Preparing Reports, Customer Service, Payment related quarries, Billing, Cash Management, Accounts Payable, Accounts Receivable, SAP, CTMS, QuickBase Reconciliation Tool.

Duties and Responsibilities:

- Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for Payment.
- Resolve all vendor queries and requests coming via e-mails / Tickets within the agreed SLA.
- Review and validate basic essentials of valid invoice like supplier details, PO, bank account, invoice #, invoice date etc.
- Maintain a tracker of the exceptions and ensure Invoices and queries are balanced taking based on the exception tracker.
- Maintain exception logs for process related exception as and when they occur for knowledge retention.
- Independently perform transactional tasks which support the compliance, planning and execution of assigned processes.
- Follow up with requisitions (via calls/ mails or tickets) to tackle hold invoice as per the AP guideline.
- Enforce the internal compliance policy and guideline established by the management on their daily operational activities.
- Perform daily internal audit to ensure all Invoices / queries are balanced as per the guidelines.
- Entering information about the customer purchases into the company database, ensuring that the prices and amount are correct and sending the invoice to the customer.
- Processing Invoices according to budget given by the study team.
- Perform the process of returning an invoice back to vendor for incorrect / incomplete invoices.
- Perform the necessary comparison between the PO & Vendor master record to ensure the invoice is accurate to be processed.
- Maintaining Accounts Receivables and performing daily cash management duties.

MUKKAM URBAN CO-OPERATIVE SOCIETY BANK, LTD, KERALA, INDIA

Duration: August 2018 to January 2020

Designation- Admin Cum Accounts Assistant

Job Summary: Specialized in handling all the administrative, accounting and sales activities with minimal supervision.

Duties and Responsibilities:

Administrative Duties

- Assume the role as the primary point of contact between the executives and internal/external clients.
- Maintain meetings and appointments and provide reminders as needed; maintain a calendar of all conferences, all-hands events, holidays, and vacations.
- Handle requests, feedback, and queries quickly and professionally.
- Take dictation and meeting minutes, accurately enter notes and distribute.
- Monitor office supply levels; reorder when appropriate.
- Maintain strong relationships with vendors and keep price data in order to get the best pricing on supplies and services.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records.

Accounts Assistant Duties

- Posting and processing journal entries to ensure all business transactions are recorded.
- Updating accounts receivable and issue invoices.
- Updating accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, Invoices as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Working knowledge in VAT, GST returns using Tally ERP 9, SAP software.

PERSONAL DETAILS

- Father's Name : Sreedharan. K
- Birth Date : 23-08-1992
- Languages Known : English, Malayalam, Hindi
- Marital Status : Single
- Nationality : India
- Birth Place : Kingdom of Bahrain
- Hobbies : Watching movies, Playing Video games, Going for a walk.

I hereby affirm that all the information and details mentioned above are accurate and true to the best of my knowledge.

Date:

Place:

-**MANESH SREEDHAR**-