



Manoj Yadav

Deputy Manager - Treasury

PROFILE SUMMARY

Accomplished and highly motivated account manager seeking to account my skills for the betterment of the company. committed to driving continuous improvements for finance operation through the identification and implementation of process enhancement opportunities.

PERSONAL INFORMATION

- Email**
canumailme67@gmail.com
- Mobile**
(+91) 7208111074
- Total work experience**
7 Years 0 Month
- Social Link**
<http://www.linkedin.com/in/manoj-yadav-8083b7121>

KEY SKILLS

- Fund Flow Statement
- Transaction Processing
- Accounts
- Mutual Funds
- Accounting
- Cash Management
- Taxation
- Bank Reconciliation
- Payment Voucher
- Payroll Processing
- Payment Posting
- SAP

OTHER PERSONAL DETAILS

City Mumbai

EDUCATION

- 2019** MBA/PGDM
Welingkar Institute of Management Development and Research
- 2013** B.Com
Mumbai University
- 2008** XIIth
English
- 2006** Xth
English

WORK EXPERIENCE

- Sep 2022 - Sep 2023** Deputy Manager - Treasury
Aadhar Housing Finance
Passing JV entries of all payout. Responsible of making DA payments. Daily fund flow management. Liaising with Banks operations team. Investment in Mutual Funds/Fixed deposit. Knowledge of SAP system. Thorough understanding of RTGS/NEFT and transaction processing. Reporting of transaction into ERP(Credence). Execution Vendor Payouts(Bulk). Execution Vendor Advance. Making Employee advance(Single). Making Employee Advance(Bulk). Making Full&Final. Doing Salary/Flexi/Reimbursement Payouts. Execution TDS Payout. Execution EPFO & ESIC Payouts. Doing GST Payouts. Inter bank transfer- AXISBANK.

Country INDIA

LANGUAGES

- english
- hindi
- marathi

Sep 2020 - Sep 2022

Assistant Manager

Paytm Money

Execution of Vendor Payouts(single). Daily fund flow management. Cash flow preparation and tracking. Liaoning with Operations for daily cash flow requirement. Ensuring idle cash management. Liaising with Banks operations team. Investment in Mutual Funds/Liquid funds/Fixed deposit. Knowledge of SAP. Thorough understanding of RTGS/NEFT and transaction processing. Reporting of transaction into ERP (Credence). Execution Vendor Payouts(Bulk). Execution Vendor Advance. Making Employee advance(Single). Making Employee Advance(Bulk). Making Full&Final. Doing Salary/Flexi/Reimbursement Payouts. Execution TDS Payout. Execution EPFO & ESIC Payouts. Doing GST Payouts. Inter bank transfer-ICICI. Preparing BRS of 38 bank Accounts in moth end.

Jul 2018 - Sep 2020

Junior Associate

Edelweiss Financial Services Limited.

??? Responsible for Instalment /Interest repayment for TL/ CC /WCDL Payments. ??? Confirming the balances with the bankers/online at the time of Interest Repayment/ Av-ailment. ??? GST invoices collection/Accounting and Maintaining GST Register. ??? Co-Coordinating with Bankers for GST Invoices ??? Responsible for Maintaining of TL/STL CC Register. ??? Matching Interest & Instalment repayment Working. ??? Responsible for payments of Cash Credit/Overdraft Interest payment. ??? Matching of TL/STL/CC Balances with Book v/s Register v/s bank at month end. ??? Responsible for Report of interest Mismatch high or less. ??? Maintaining of CP & NCD Register for Matching, Discounting & Amortisation. ??? Sharing of All Register to entity Owners before 5th of Every Month. ??? Maintaining International balances. ??? Responsible for both (Inward-outward) Foreign Remittance. ??? Responsible for Updating of Foreign Register. ??? Responsible for Broker Margin Settlement payment (TM & Market LOB). ??? Arranging of Funds for salary of Employees (TM, Markets & International operations). ??? Making International payment for office Expenditure of (Mauritius, Dubai, Singapore). ??? Making of Inter-company Loan Transactions. International SCB Overdraft.

Projects

273 Days

Apollo

Made project on details of all term loans and short term loan

COURSES & CERTIFICATIONS

- Advanced excel
- Advanced excel