**Resume**

**Emmanuel Daniel Billa.**

**Contact No: 9172763842**

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**CAREEROBJECTIVE**

To be an astute learner and the best performer in your organization. So that I can build an innovative career in your esteemed organization by using my skills and other significant talents.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name Of Course** | **Board/University** | **Institution** | **Year of passing** | **Percentage** |
| MBA (Finance) | Pune university | Modern College of Engineering | 2015-17 | 59% |
| B.Com | Mumbai University | K.M.C College | 2012-14 | 55% |
| H.S.C | Maharashtra Board | Janata Junior College | Feb-11 | 53% |
| S.S.C | Maharashtra Board | Zenith High School | Mar-09 | 59.23% |

**EXTRA CIRICULLAR ACTIVITY.**

* Attended State level seminar held at modern college of engineering.
* Participatedindebatecompetitionheldatmoderncollegeofengineering.
* Participated Inter college level volleyball match at K.M.C college.
* Participated Inter college events (JAATAN, MANGALYA,)
* Participated in “Business Talent Search” competition.
* Participated in techno management event (M-SHRISTI).
* Participated in college cultural fest (SPANDAN).

**TECHNICALSKILL**

* SAP
* MS-Excel
* Power Point Presentation

**Employment History**

**Infosys Private Ltd: (05/06/2017 - 15/11/2018)**

Worked in **Everything Everywhere Ltd**. This is a telecom industry where we are handling Customer telecom Account. And I was Involved in Refund Process, were I Use to Refund our Customer in case of any discrimination like they have cancelled their account, or they have charged extra amount while they recharged their account, or there are not able to pay their bill for extra months and we can refund our customer from different sources like Cheque, Bank Transfer, or moving into their different account. For this process I was using SAP for printing of Cheque and using different software for Bank transfer.

**vConstruct Private Ltd**: **(19/11/2018)**

**Accounting Services for Projects.**

This is a Construct Industry and I was helping in Account Service for different Projects. I was involved in many projects Like Payroll, Amex Reconciliation, Billing Backup, Audit Assistance

* **Payroll:** Here I was Entering the production hours for the Employees who are on daily Wages. This was a weekly task, as in USA the salary is role out on weekly bases.
* **Amex Reconciliation:** This is also called as Expenses Management, here I was Reconciling the receipts provided by the Cardholders with the Transaction mention on the Portal. As this expense were charged to that project for which that cardholder has spent.
* **Billing Backup:** In this task I was pulling the backup every month, where we were analyzing Material, Employee, and other equipment required on a Project.
* **Audit Assistance:** In this task I was receiving an Invoice which I must validate with the backup which we have pulled out, basically we are checking what we have charged to the Project.

**PERSONALITYSKILL**

* Leadership qualities
* Good Communication skill
* Teamwork
* Willingness to Learn
* Good grasping power
* Multi-Tasking
* Confident on my Work

**PERSONAL INFORMATION**

Name: Emmanuel Daniel Billa

Date of Birth: January 15,1992

Gender: Male.

Marital Status: Married.

Nationality: Indian.

Languages Known: English, Marathi, Hindi, and Telegu.

**DECLRATION**

I consider myself familiar with Management Aspects. I am also confident of my ability To work sincerely as a team-member. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Pune

(Emmanuel Billa)