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**Career Objective**

To serve my organization to the best of my ability and to enhance my working capacities, professional skills, and efficiencies with determination and commitment.

**Core Skills**

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| * Budget planning * Organizing * Dispersing * Good knowledge of Banking operations * Analytical thinking * Cash flow management. * Supporting Audits * TDS filing * GST * Payroll processing * Reporting and documentation | * Tally * Team Management * Asset’s Management * Adopting New technology easily * Knowledge of digital tools * Vendor management * Travel & event management. * Database Management * Assets procurement and management * Computer knowledge: Very well versed with Microsoft Office products, especially MS office products such as Power BI MS Word, MS PowerPoint, and MS excel. Internet friendly. * Other technical knowledge: Networking Basic |

**Core experiences**

* I am a skilled professional with 11 years and 7 months of experience in finance and administration.
* Good skills in reporting, documentation, networking, bookkeeping, banking operations, statutory compliance, payroll processing, and good knowledge and experience working in Tally.
* Experienced in vendor management, travel management, event organizing, procurement, and assets management.
* A strong organizer and collaborator with a successful record in conducting any activity to Its end successfully.

**Work Experience**

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| **11/2017 - Current** | Organization: EAII Advisors Pvt Ltd - Bengaluru, IN  Position: Sr. State Program Associate -Finance and Operation .  **Evidence Action** the organization provides technical assistance for implementation of National Deworming Program, which targets to deworm children and adolescents in the age group of 1-19 years by administration of albendazole tablets in schools and anganwadi centers.  **Key role and accomplishment.**   * Managing dual state Karnataka and Tripura. * Prepared vouchers, and managed books of accounts using Tally. * Ensured timely compliance with TDS, GST filings. * Preparing and Managing the state budget and allocating the approved budget to different heads as per needs and priorities. * Preparing utilization report of the approved budget. * Verification and Payment Processing of state expenses, regional coordinator expenses, and district coordinators' salaries, vendors' payments, and rents. * Handling of accounts, bookkeeping, reconciliation of expenses, and auditing the books of accounts. * Supporting the Govt stakeholder related to the projection and budgeting of the activity of the program. * Coordinating with National teams, State teams & District level consultants for timely records supporting and addressing all queries related to Finance, Operations & HR. * Preparing Vendor contracts, Purchase orders & Commercial agreements (office) * Procuring assets & office supplies. * Organizing events, meetings, and training, including the selection, inspection, and booking of facilities, equipment, arrangement of food and beverages, training materials, and stationery. (such as state launch, District launch, District level training, state training, State steering committee meeting) * Managing travel desk for state programs, including hotel accommodation, as well as checking and verifying travel bills and related expense reports. * Assets management through proper utilization of assets, reducing misuse and waste of assets. * Ensuring proper upkeep and maintenance of office inventory; information database of vendors, contractors, and consultants for effective people management. * Coordination of District & Block government officials related programmatic requirements. * Maintaining daily attendance, timesheet, and leave-records of employees/consultants to share with the HR team. * Orientating new staff on finance, operation, and HR policies. * Supporting the state team members in the program-related task. |

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| **06/2016 - 11/2017** | Organization: Population International Service (PSI) - **Bengaluru, India**  Position: Associate for Finance and Admin  Population Service International - India is a non-profit, non-governmental organization enabling the people of India to lead healthier lives and plan the families they desire by marketing affordable products and services. PSI assists and complements the efforts of the Government of India (GoI) in the priority areas of maternal and child health, sanitation, and gender-based violence. PSI uses social marketing models and enables quality products and services to reach people at a price they can afford by applying commercial strategies to the non-profit health sector, allowing women to access care in a convenient place, and in a way they can understand. PSI is one of the largest organizations in India, working in major states and Union Territories in India.  **Key role and accomplishment.**   * Prepared reconciliation statements and assisted in monthly closings. * Verification and Payment Processing of Community Volunteers, Interpersonal Community Coordinator, and Urban Coordinators. * Coordinating with district team members, field volunteers, urban coordinators, and stakeholders for submission of program documents and HR documents. * Manage the budget of the State and allocate them as per the Indent. * Organizing and conducting training and meetings of field staff. * Procurement and Arrangement of material required For Field Staff (Printing of IEC material / Books Cab Arrangement / Hotel Arrangements). * Filing and Documentation of finance, programmatic, and HR documents. * Maintenance of office inventory; database of vendors, contractors, and consultants for effective people management. * Supporting internal finance audits conducted by the organization. * Conduct an audit on field reports. * Selecting field staff and assigning their daily tasks as per program requirements. Orienting the staff on finance and HR policy. |

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| **12/2013 - 05/2016** | Organization: Pragathi computer - Bengaluru, India  Position: Store Manager  Pragathi Computers is an enterprise dealing in electronic and IT-related products. It has two branches operating in Bengaluru and established a branch at Peenya, Bengaluru in the year 2015.  **Key roles and accomplishments.**   * Handling banking activity. * Handling of Accounts, Bookkeeping, Documentation * Payment of vendor, staff salary, commission agent, incentives for field staff. * Coordinating with the sales team. * Setting targets and guiding in achieving the same. * Distribution Management (Brands Apps daily & Amkette) * Organizing an awareness activity. * Stock Maintenance. * Vendor management. * Cash handling. * Rapo building with customers and corporate clients. * Successfully reached and surpassed store targets. * HR Activities (Maintaining Attendance, Loan & advances accounts,) |

**Work acheviment**

* **Received promotion from State Finance & Admin associate – Karnataka to Sr. State Finance & Admin Associate – Karnataka in Aug 2021 at EAII Advisor Ltd.**
* **Extra responsibility has been added to the Same position- support Tripura State in EAII Advisor Pvt Ltd in the month of April-2021.**
* **Received Promotion from Retails Sale Executive to Store Manager in the year 2014 at Pragathi computers.**

**Education**

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| **07/2019** | Master of Business Management: Finance  Kuvempu University - Bengaluru  Incomplete |
| **06/2013** | Bachelor of Business Management: Finance  Bangalore University – Bengaluru  **Scored:** 62% |
| **04/2010** | PUC: Accounts, Computer Science, Business Management,  SJRRC - Rajajinagar, Bengaluru –  **Scored:** 48% |
| **04/2008** | SSLC: Science, Social Studies, Mathematics, English, Kannada Sanskrit.  R.P.A. Gnana Vikas High School, - Rajajinagar, Bengaluru  **Scored:** 58% |

**Certifications**

* Certification of Power BI.
* Tally Certification
* Certification of Advance excel.

**Academic Achievements**

* I received a good leadership award in SSLC.
* Participated in the inter-college fest & Prize winner in intercollege fest – Marketing, Mad ads.
* Six Sigma Project conducted in College - J & K Bank.
* Organized Inter college fest and was overall in charge of all the responsibilities.
* Topper in project work (6th Sem BBM).

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**Languages Knows**

**Strenghts**

* Believe in hard work.
* Always ready to take on additional responsibilities.
* Excellent learning skills, Good-grasping power.
* Positive attitude and good team spirit.

**Declaration**

I hereby declare that the information provided above is accurate to the best of my knowledge.

**References**

References details will be shared on request.

Place: Bengaluru

Date:

(MANISH.D.)