

**B MANJU SOLOMON**  
**No 14B, Antony Nagar,**  
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### **OBJECTIVE**

To handle highly challenging assignments in areas of Finance & Accounts for a highly growth oriented and reputed organization thereby actively contributing towards the success of organizational goals.

### **PROFESSIONAL SUMMARY**

- Having 9+ years of experience in to Accounting and Finance.
- Hands on experience in monitoring day to day transactions & processing customer invoices for payment.
- Account packages **Tally ERP 9.0**

### **EXPERIENCE**

#### **Sr.Accountant at Genco Synergy Ship Management, Chennai (Oct 2021 to Oct 2022)**

##### **Responsibilities**

- Verification of day to day Vendor Payments
- Generating Reports
- Providing information & Support to internal and Statutory Auditors.
- Providing Vendor accounts reconciliation as needed.
- Monitoring of day to day transactions and verification of vouchers

#### **Sr. Accountant at Synergy Manning Recruitment Services Pvt Ltd (Feb -2015 to Oct - 2021)**

##### **Responsibilities**

- Monitoring of day-to-day transactions and verification of vouchers related to crew pre - joining expenses.
- Follow Up on Outstanding payments.
- Provide outstanding statements of vendors.
- Processing company related vendor invoices.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Interacting with vendors to receiving invoices.
- Any other task required by the Management as per their requirement.

## **Accounts Executive at Executive Ship Management. (Nov 2012 – Jan 2014)**

### **Responsibilities**

- Monitoring of day-to-day transactions and verification of vouchers related to crew expenses.
- Follow Up on Outstanding payments.
- Provide outstanding statements of vendors.
- Processing company related vendor invoices.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Interacting with vendors to receiving invoices.
- Any other task required by the Management as per their requirement.

### **EDUCATION**

- M.B.A (Finance & Marketing) from Asan memorial College of Arts & Science, Chennai
- B.Com (General) from Guru Nanak College, Chennai.

### **COMPUTER SKILLS**

**Accounting Package** : Tally 9, 8.1

**Ms – Office** : Word, Excel, PowerPoint, Access

### **SOFT SKILLS**

- ❖ Creativity
- ❖ Dedication
- ❖ Interpersonal skills
- ❖ Team player
- ❖ Hard working

### **PERSONAL DETAILS**

**Name** : B Manju Solomon

**Date of Birth** : 20/11/1989

**Languages known** : Tamil & English

**Marital status** : Married

### **Declaration**

The above said information is true and correct. References are available upon request.

**Place: Chennai**

B B Manju

**Date:**