

**Mano Ranjani**  
**Associate (SAP R2R)**

**Process**

**Email: mano.sap219@gmail.com**

**Mobile: +91 7816093219**

### **CAREER OBJECTIVE**

I am seeking an opportunity to merge my initiative, enthusiasm and learning to add value both to the Organization and Myself. I aim at expanding my horizons and developing new skills and work in a dynamic environment, which provides opportunities for my growth and to pursue a challenging career and to enhance my knowledge base, while contributing efficiently to the organization. Further, to work in a team, work closely with clients while developing best practices using unconventional and innovative ideas and methods

### **PROFESSIONAL SNAPSHOT**

- ❖ Have knowledge in accounts especially in RTR department for 3+ years.
- ❖ Ability to multitask complex engagements under considerable time pressure, whilst maintaining a high degree of accuracy and quality of work.
- ❖ Ability to take ownership for delivery of high-quality audit work and supervise the execution of complex parts of audit engagements.
- ❖ Strong Project management skills along with well-developed communication and leadership skills.
- ❖ Strive for continuous improvement of audit work paper to improve the efficiency in performance of the audit.
  - Profit and Loss analysis
  - Balance sheet Analysis
  - Reporting of financial statements
  - Proficient in financial Accounting
  - Bank Reconciliations
  - Posting journals, Accruals and FX Revaluations
  - Month end Closing Activities

### **PROFESSIONAL WORK EXPERIENCE**

- ✓ **Designation: Process Associate.**
- ✓ **Company : Technologic Solutions Pvt Ltd.**

#### **Primary Responsibilities:**

- ❖ Preparing monthly recharges and make sure to invoice them on monthly basis
- ❖ Interaction with Internal & External Auditors and support them to meet their requirements
- ❖ Preparation and Posting of Monthly Scheduled Journals, Accruals, Prepayments and Reclassification Journals
- ❖ Taking care of invoice payments and make sure to reverse accrual once invoices raised.

- ❖ Close and open period for SAP like Fixed assets, AP, AR, Material, GL modules.
- ❖ Manage Deliverables as per SLA's (Quality and time lines)
- ❖ Perform monthly financial closing activity within the timelines
- ❖ Prepare and review the balance sheet reconciliations and upload in Cadency Integration Tool.
- ❖ Performing of Inter-company posting from one entity to another entity.
- ❖ Preparation of consolidated open item reports on monthly basis with detailed action plan.
- ❖ Preparation of mid-month reconciliations and update the comments for aged open items.

### **TECHNICAL SKILLS**

- ❖ Conversant working with MS Office. (MS Word, Excel, and Power Point)
- ❖ Have exposure to Accounting Package SAP FICO, ECC 6.0, EHP 7.0.
- ❖ S/4 HANA Simple Finance.
- ❖ Tally ERP9

### **ACADEMIC QUALIFICATIONS**

#### **Academic:**

- ❖ Post-Graduation (MBA) MCBA (O.U) Hyderabad in 2010
- ❖ Graduation (B.com) Osmania University in 2008
- ❖ Class XII Board of Intermediate education (AP) in 2005
- ❖ Class X Board of Secondary Education (AP) in 2003

### **STRENGTHS**

- ❖ Ability to manage stress, people, and team effectively.
- ❖ Positive attitude, hardworking and confident.

### **PERSONAL DETAILS**

Name	:	Mano Ranjani
Date of Birth	:	14/11/1987
Gender	:	Female
Marital Status	:	Married
Languages Known	:	English, Telugu, and Kannada.
Permanent Address	:	Chandra Nager Colony Hyderabad

### **DECLARATION**

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Hyderabad  
Ranjani)

(Mano