**RESUME**

**M.MANONMANI**

D/O, G. Mohan,

No.13,Faizee Garden,

Canal Road

Thiruvanmiyur,

Chennai-600 041.

Ph: 8056471731

E-MAIL: manonmanim4@gmail.com

**CAREER OBJECTIVE**

To obtain a challenging position in progressive and dynamic organization that allows me to apply and enhance my knowledge and recognizes my contribution to the growth of the organization.

**PROFESSIONAL EXPERIENCE**

**GE Global Operations,** Chennai as Associate -FP&A Operation (2017 – Till date)

* Creating the PO's using SSS tools.
* Increasing the amount in the PO's / Closed/ finally closed/ Re-Opening the PO's if required.
* Analyzing the open PO report from the purchased service dashboard and calculating the accruals.
* Supporting and centralizing the accruals for Global Ops Supply Chain HQ.
* Preparing & analyzing the cost report for (Transportation, Healthcare, Corporate, Lighting).
* Preparing the variance analysis for cost report by using FI and comparing the (Actual Cost vs Budgeted amount) and (Actual Cost vs Last Month).
* Headcount analysis for cost report and comparing the (Actual vs Last Month headcount).
* Handled of Isave Audit for Healthcare, O&G, Power, Aviation using Isave tool.
* Invoice Error Correction should be corrected through IBS.

**SPi Technologies India Pvt Ltd,** Chennai as Accounts Executive (2013 – 2017)

FINANCIAL PLANNING & ANALYSIS

* Coordinated and prepared detailed annual budget with review and approval of department management.
* Preparation of Management Report on Monthly basis.
* Headcount Analysis Report on Monthly basis.
* Preparation of Dashboard on Monthly basis.
* Preparation of Project – Wise Profitability Report.
* Preparation of Revenue Analysis Report on monthly basis.
* Preparation of Commissionable Accounts GPP Report.

AP PROCESS:

* Process the vendor invoices and verify the supporting document.
* Pass the entries for vendor payment in bank book and cash book.
* Prepare & Send month wise vendor invoice booked status and payments reports.
* Follow up (internal/external) through incoming emails, phone inquiries, request for copies of invoices, discrepancy etc.
* Prepare & Send Vendor age wise outstanding report.
* Inter Company Checking for month closure.
* P&L and Balance sheet checking for the month end closure.

AR PROCESS:

* Sending the invoices to client on daily basis.
* Pass the Receipts entries for all mode of customer payments in bank book.
* Debtors Reconciliation and set-off the customer ledger based on customer advice.
* Pass the credit note entries to the customer ledger as per the sales activities.
* Preparation of Sales Report on Weekly basis.
* Prepare & Send customer age wise outstanding report.

**Access Corporate & Legal Services (P) Ltd**, Chennai as Accounts Executive (2012 – 2013).

* Posting the Entries and Maintaining the client Accounts in Tally.

**ACADEMIC CREDENTIALS**

* Completed MBA in Sri Krishna Engineering College, Chennai. Anna University with specialization of FINANCE and HR with aggregate 78%.
* Completed BCA in Theivannai Ammal College for Women, Villupuram with aggregate 71%.
* Completed Higher secondary studies in Shri Hindocha Charitable Trust higher secondary school, Pondicherry with aggregate 70.5%.

**COMPUTER PROFICIENCY**

* Application Software: MS Office (MS-word, Excel, PowerPoint)
* Accounting Package : Tally. ERP9, SAP, Oracle

**PERSONAL PROFILE**

* Date of Birth : 12/02/1990
* Languages Known : Tamil, English.

I, M. MANONMANI hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Chennai Yours Sincerely

Date: (M. MANONMANI)