**Manimala K**

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Seeking middle level assignment in **SAP FI Implementation** withan organization of high repute**.**

**PROFILE SUMMARY**

* SAP FI certified from
* 5+yrs of experience in financial back office (DP, Surveillance & Back office process in share broking co)
* 6 months of experience in SAP FICO for Accounts Payable, General Ledger and Accounts Receivable.

**WORK EXPERIENCE**

Organization : Plano tech

Designation : Trainee SAP FI Consultant

Location : Chennai

Period : Jun 2015 to Dec 2015.

Description : Trainee for Accounts receivables in SAP, Receivable of invoices,

Online customer payment, special GL accounts and Dunning procedures, giving training

To new team member, Vendor management in SAP.

Organization : Abu - hafith international LLC

Designation : Administrative officer

Location : Muscat – Sultanate of Oman

Period : April 2010 to Nov 2011.

Description : Preparing and maintain Vehicle MIS, Renewal of vehicle license and insurance, Review and

Approve employee medical claim, carry out all maintenance requested on time.

Organization : Arthaeon broking service LTD

Designation : Senior Executive in DP

Location : Chennai & Bangalore

Period : July 2008 to Jan 2010.

Description : Preparing cumulative MIS for Account opening team, Surveillance the Chennai region, act as

An internal auditor for account opening team, Clarifying branch queries regarding account

Opening.

Organization : Navia Markets.

Designation : Executive DP

Location : Chennai

Period : June 2007 to June 2008.

Description : Pay in – exporting COD files and batch input, Verify and Release DI; Preparing the

Reply for monthly internal audit report and solve the same; coordinate with internal

Auditor, back Office and customer service to rectify the queries; preparing promoter holding

Report for getting more exposure.

Organization : Somayajulu and co

Designation : Assistant Manager - Surveillance

Location : Chennai

Period : June 2006 to June 2007.

Description : Managing trading activities for all 18 branches, placing order in NEAT, BOLT, ODIN for

BSE, NSE and F&O, squaring up the client position if required, Intimating trade confirmation

To the Branch if required, processing the trade file.

**ACADEMICS**

* SAP FI Certificate associate (First Class Pass out) 2015 : Business one solutions, Chennai.
* MBA (Finance & HR) (First Class Pass out) 2006 : GRG school of management, Coimbatore
* BBA ( Management) (First Class Pass out) 2004 : Idhaya college for women, Sarugani

**Achivements**

* Formulated MIS for logistics and Employees in Abu-hafith international LLC
* Formulated Inward MIS, Daily MIS, and DIS booklet MIS in Arthaeon broking services ltd.
* Coordinate with the team leader to design the process outlay of Account opening Team.
* Change over the records physical format in to Systematic Format In Navia Markets LTD.
* Coordinated with the system administrator and implemented the PDF file format of applications and updates in the CRM (Customer Relationship Management) Software In Navia Markets LTD.

**PERSONAL SNIPPETS**

Father's Name : Kasiviswanathanan

Spouse Name : Ganesan Ramanathan

Date of Birth : 03-07-1984

Nationality : Indian

Marital Status : Married

Languages Known : English, Tamil

Passport : K8607764