**Manasa Battula**

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***Mobile***: +91-9701679893

# Career Objective:

Enthusiastic and group working aspirant, seeking a responsible and challenging position in an organization wherein I have a role to fulfil the goal leading towards the development of the organization and myself.

# Rewards &Recognitions:

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# I got Bronze award. I got appreciations from my top management and manager in every quarter for best performance.

# Experience:

1. Currently I am working in Genpact as a Management Trainee

Organization : Genpact

Position. : Management Trainee

Duration. : Aug 2022 to till date

# Roles and Responsibilities in Genpact

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# Dispute Resolution raised by vendors.

Providing updates to Vendor’s as and when they required/weekly basis.

Manual Invoice uploads in SAP

MIRO activities

Research for payment delays for aged invoice’s and giving updates to vendors

1. Worked as Accounts Executive- Finance Accounts with Duroflex Pvt Ltd.

Organization : Duroflex Pvt Ltd Position : Accounts Executive

Duration : Aug 2017 to July 2022

# Roles and Responsibilities in Duroflex

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Month end closing activities in SAP

* + - Posting of provision entries related expenses at plant level.
    - BRS in SAP.
    - Bills Receivable & Bills Payable Entries made in SAP
    - Maintaining all Records related to my work with proper filing(Records Maintenance)
    - SO Punching

Preparation of casuals& contract salaries report and booking in SAP and also preparation of

Employee cost report.

* + - * Posting of Entries in Sap against to all Plant related expenses like Admin, convenience, Repairs& Maintains, Service related Expenses Clearing of GR/IR,
      * Transport bills verification and accounting and preparing analysis report.
      * Ensuring of shipment cost is properly accounted and Preparation of daily shipment cost analysis.
      * Daily consumption report along with excess wastages % grade wise.
      * Preparation of periodically inventory ageing report and providing remarks for > 180 days stock.
      * Coordinate to auditors for Physical verification of Stock and conducting internal stock audit verification.
      * Vehicles planning as per requirement by the dispatch team with transporters.

Other than these at SAP Implementation stage i have done multi activities like Accounts receivable activities’

* + - * Accounting of Customer payments/ Customer receipts
      * Collection entries in SAP
      * Aging Report provides to the Customers for payment
      * Collecting Customer balance confirmation.
      * Resolving customer queries like about debit balances

Other Revenue Expenses Control functions like :-

* + - Vendor Reconciliation
    - Ensuring proper control over stores, incoming material.
    - All finance related activities at plant level.
    - To ensure team will do proper bill booking, MIRO and provisioning of expenses wherever bill not accounted or received

**Preparing & Finalization of accounts in Computer and manual. (Tally)**

* + - Cash book (day book)
    - Bank book
    - Journal voucher register
    - Sales and purchases register & Invoices
    - Prepare daily bank reconciliation statement

# Academic Qualifications:

* Master of business administration (MBA) at Vignan Nirula College, Gutur, JNTUK University in 2017.
* B.Com from Acharya Nagarjuna University in 2015.
* Intermediate M.E.C from Board of Intermediate in 2012.
* S.S.C from Board of Secondary Education, A.P. in 2010

# Technical Skills:

Operating System: Windows7, Windows10. MS Office, MS Word & Excel

ERP Packages: SAP (Fi-Co), Tally E.R.P

# Strengths:

* Dedication towards work.
* Ability to learn new things quickly. Effective coordination with departments

# Personal profile:

Date of Birth : May 9th 1995 Father Name : Narendra

Mother Name : Sivaparvathi

Address : 3-67, Karlapudi Post

Amaravthi Mandal Guntur District, Andhra Pradesh, 522016.

Marital Status : Single

Languages : Telugu, English and Hindi

Strength : Adaptable, punctual, compassionate, and hard work

Declaration:

I hereby declare that the information contained herein is true and correct to the best of my Knowledge and belief.

Place: Hyderabad B.Manasa