**Manju Yadav**

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**Professional Skills:**

* MBA Finance with 7 years and 6 months of experience in ERP and Finance -business and system analysis, Implementation and support as Process (Functional) lead, Business Analyst and team member.
* Extensive hands on experience in life cycle of Oracle finance. Expertise in (General Ledger, Account Payable, Account Receivable, Fixed Asset, Cash Management).
* Have the fair to learn and work under diversifying technologies by constantly upgrading my skills.
* Good at working as a team player and also under less supervision.
* Having solid background in documentation (AIM), Setups, End-Users Training and Supporting for financial modules including GL, AR and AP, FA
* Done end to end implementation and given full-fledged Support for projects as an Oracle Financial Consultant.

**Educational Qualification**:

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| **Qualification** | **University** | **Year of Pass** |
| MBA | Institute of International Business & Research(Finance) | 2011 |
| BSc | Lucknow University | 2008 |

**Functional Skills**:

Modules : GL, AR, AP, FA, Cash Management

**Professional Experience**: Yardi Systems, Pune (June 2018 to current) as a Finance Functional Consultant

**Project Details**:

Client : MEERAS, Middle East Dubai

Role : Finance Functional Consultant (GL, AP, AR)

Technology : Voyager 7s ERP

Team Size : 10

Location : Pune

**Project Description**: Yardi systems is the property management software leader for real estate clients worldwide. Yardi provides integrated property management software and investment management solutions for all real estate verticals allowing owners, managers, investors and other stakeholders access to information specific to their needs. Yardi Voyager platform supports multiple products for residential and commercial property management that integrate with a comprehensive product suite designed for every real estate market.

**Responsibilities:**

* Mapping client business requirements to ERP functionality and setting up application in the Test, Development, staging and Production Instances
* Doing the master set up-creation of Legal Entity, Chart of Account, country set up, currency set up and Tax set up
* Creation of users in system admin and assigning the menu to the user and security permissions.
* Doing the commercial set up-Creation of property, building, unit and allocating the area.
* Creation of Lease, adding lease terms, adding units, adding charge schedule and leases clauses.
* Applying the Lease amendments and calculation of rent based on proration calculation
* Creation of Payable batches, committing payment and processing payment.
* Creation of AP templates and adjustments
* Creation of Charges Batches, adhoc charges, write off charges and reverse charges
* Importing the invoices and payments, chart of account
* Configuration for standard reports trial balance, balance sheet, income statement for cashflows and income statement.
* Configuration for Tenancy schedule report.
* Reporting to Manager and Onsite Coordinator on the status of the Remedy Tickets and providing the weekly status reports.
* Giving demos to the client for Meeras, Dubai Holdings.

**Professional Experience**: Ohum Healthcare Solutions, Pune (July 2017 to June 2018) as a Finance Functional Consultant

**Project Details**:

Client : Vital Global Healthcare, Malta Europe

Role : Finance Functional Consultant (GL, AP, AR, FA)

Technology : Ohum Fin ERP

Team Size : 6

Location : Pune

**Project Description**: Ohum Healthcare is a leader in Clinical Transformation solutions. It implements and support Information Systems that transform healthcare services delivery in Hospitals, healthcare facilities, and Public Health Communities including State and Central Government Hospitals. OhumSky is a complete end-to-end solution for hospitals that includes Financial Management, Administrative Management and Clinical Management.

**Responsibilities:**

* Mapping client business requirements to ERP functionality and setting up application in the Test, Development, staging and Production Instances
* Configuring the accounting element, accounting schema and chart of accounts and cost centers
* Creation of roles and assigning the users with respective roles and responsibilities, workflows, windows access.
* Configuration of procure to pay cycle and order to cash workflows in Ohum Fin.
* Configuration of budget control, budget plan master and budget journals.
* Entering Journal entries and reversal Journal entries
* Configuration for asset addition and depreciation set up.
* Importing the invoices and payments, business partners.
* Configuration for standard reports trial balance, balance sheet, income statement for cashflows and income statement.
* Configuration for Invoice tax report, Unallocated invoice and payment report and unreconciled payment report.
* Reporting to Manager and Onsite Coordinator on the status of the Remedy Tickets and providing the weekly status report.
* Giving demos to the client for Asian Heart Institute Mumbai, Shree Hospital Pune, VGH Malta

**Project Details**:

Client : Shree Hospital, Pune India

Role : Senior Finance Functional Consultant (GL, AP, AR, FA)

Technology : Ohum Fin ERP

Team Size : 6

Location : Pune

**Project Description**: Ohum Healthcare is a leader in Clinical Transformation solutions. It implements and support Information Systems that transform healthcare services delivery in Hospitals, healthcare facilities, and Public Health Communities including State and Central Government Hospitals. OhumSky is a complete end-to-end solution for hospitals that includes Financial Management, Administrative Management and Clinical Management.

**Responsibilities:**

* Working on end to end Accounts Payable and Receivable cycle.
* Discussing Business process with Onsite Coordinator from offshore to resolve the issues.
* Reporting to clients on the status of the Remedy Tickets.
* Entering Journal entries and reversal Journal entries
* Configuration for asset addition and depreciation set up.
* Resolving queries for stakeholders and team members and providing them solution

**Professional Experience**:

AXA Business Services, as a Process Lead for Implementation and Support of Oracle Financial module.(AP,AR,GL,FA and cash management)

(May 2011 to June 2017)

**Project Details**:

Client : Alliance Bernstein

Role : Process Lead (GL, AP, AR, FA)

Technology : Oracle Apps 11i

Team Size : 10

Location : Pune

**Project Description**:

Alliance Bernstein is a global asset management firm providing investment management and research services worldwide to institutional, high-net-worth and retail investors. An Asset Management Company (AB) offering IRA plans to its customers is responsible for proper coding of IRA transactions, disclosures, and reporting procedures through 1099 and 5498 reporting.To meet the group reporting and accounting requirement, AB implemented the Oracle Financials across the world.

**Responsibilities**

* Performing Business Requirement Study in Financials and modeling Future Process Model.
* Mapping client business requirements to Oracle functionality and setting up application in the Test, Development and Production Instances.
* Preparing and Reviewing of Functional specification and understanding about Customizations is to provide KT to Team members.
* Supporting and solving day to day end User problems and Performing Week/Month end Reconciliation activities between GL to Sub-Ledgers.
* Providing support for Month and Year end closing
* Reporting to Management on the status of the issues and developments.
* Directly interacting with clients from offshore to resolve their issues and Coordinating with Technical Team on delivery of data full & data fix.
* Planning and defining Flex fields, Value Sets, Cross Validations, Security Rules, managing application security.
* Experience with Multiple Reporting Currencies, Translation.
* Have knowledge in Consolidation.

**Project Details**:

Client : Alliance Bernstein

Role : **Business Analyst** (GL, AP, AR, FA)

Technology : Oracle Apps 11i

Team Size : 10

Location : Pune

**Project Description**:

Alliance Bernstein offers an impressive array of asset-class-specific, style-specific and multi-asset solutions. These portfolios serve the diverse needs of investors with Individual Retirement Accounts (IRAs) and variable annuities (VAs) as well as defined contribution (DC) plan sponsors.

**Responsibilities**:

* Support to the Users on day-to-day functional issues on Financials and Distribution.
* Interacting with Client through regular Conference Calls.
* Supporting and solving day to day end Users problems and Performing Week/Month end Reconciliation activities.
* Discussing Business process with Onsite Coordinator from offshore to resolve the issues.
* Reporting to Onsite Coordinator on the status of the Remedy Tickets.
* Periodic communication to users regarding the progress on the issues being worked on.
* Analysis of the problem / issue reported on the remedy tool and Suggest solutions. .
* Interaction with users and seeking information as required for resolving the issue.
* Defined Payment Terms, Distributions sets
* Define Options and Defaults - Financials options and Payable Options.
* Defined Special Calendar for Recurring invoices
* Defined Payment Formats, Bank Accounts, Payable Documents and Creation of Payment Batch Templates to Default the payment process and Preparation of Business Test scripts.