

M.Manohar Joshi,

Mobile: +91-7899822186

joshimanohar@rocketmail.com

No 35, sakthi puram,

Wimco nagar,

Chennai-600057.

CAREER OBJECTIVE:

To work in an organization where culture of freedom and working for initiatives is ensured, facilitating my contribution through thoughts and action to the company's vision and thus achieve self-development by playing a significant role in building the organization.

PROFESSIONAL EXPERIENCE:

COMPANY	ROLE	WORK EXPERIENCE	YEAR
Manpower Consultant	Asst Process Associate	May 2014 -to- Jan 2015	9 Months
McKinsey Global Solutions	Asst Process Associate	Jan 2015	Still Working
McKinsey Global Solutions	Process Associate	Dec 2016	Oct 2017
McKinsey Global Solutions – BANGALORE	Process Associate	Oct 2017	Jan 2019
WPP Marketing Communications India Private Limited (Hogarth Division)	Finance Executive	Sept 2019	Till Date

PERFORMANCE AND ROLE HANDLED (McKinsey Global Solutions):

- Auditing Travel and Expenses for clients
- Providing resolutions immediately for on-site client's queries
- Training and guiding the new joiners in all the team activities
- Direct contact with clients for payment related queries
- Handling emails to resolving queries by maintaining TAT
- Has been Moved as First Employee for GFA Bangalore Location

IJP To Accounts Payable:

After completing 03 years in Time and Expenses I have opted for Internal Job Posting for Accounts Payable and started working with Accounts Payable team effective from April 2018.

- Started processing Invoices.
- Has been trained for Vendor Support Management
- Has good knowledge on client handling, Specialized in Client handling.

PERFORMANCE AND ROLE HANDLED (WPP Marketing):

- Invoice processing, into piolet batch for downloading both UK and US process.
- Taking care of BCD statement for travel as solo performer
- Downloaded US process all by myself from client via online
- Got appreciated by onsite client as quick learner
- Started handling all invoices and payments by couple of days from training period
- Was in allocation and team handling at the time of absence team lead
- Taking care of escalation report for the team and actioning accordingly
- Taking care of both UK and US mailbox, maintain a TAT of 24 hrs

Contribution & Achievements:

- Star performer (2Times in same year)
- High productivity with 100% accuracy
- Always stand first in team with regards to accuracy, productivity, time
- Providing ideas and suggestions with regards to process improvement
- Initiated fun activities individually in the team along with birthday bash to maintain team building
- Always keep attention to achieve my goals through fast and error free processing and this played a role in maintain the stable condition of the team.
- Numerous emails from client appreciating timely work.
- Accepted the offer for Bangalore movement and moved as first Employee

TECHNICAL SKILLS:

- Programming Languages: Basics of C, C++, SQL
- Other software : Ms-office
- IT Database : Oracle/Business Object/My Time & Exp/SAP(Onboard)/Maconomy/Deltec/Wordbee

KEY STRENGTHS:

- Self-Confidence
- Good Communication skills
- Trustworthy
- Team Handling

PERSONAL DETAILS:

Father's Name : K. Manoharan
Mother's Name : M. Sundarabai
D.O. B : 01-02-1991
Languages Known : Tamil, English and Malayalam
Gender : Male
Marital Status : Married

DECLARATION:

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Chennai

(Manohar Joshi M)

Date: 26th Nov 2019

