

Manoj Kumar

MBA (Finance & Marketing)

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Objective

To obtain a challenging & rewarding position in a professional environment utilizing my communication, interpersonal skills & proficiency will allow me the opportunity for growth and advancement towards a successful career in customer service management and administration. I am a team player able to acclimate to new environments very quickly.

Experience: Eleven Month

Profile

Manipal Business Solutions has gained immense expertise in offering Software development services for website design, mobile application, consultants & negotiators etc. Manipal Business Solutions' work for the last Eight Month. We are located in Gurugram, Haryana and providing Software development services for website design, mobile application, consultants & negotiators to the clients.

Work Experience

12th Nov 2018 To Till Date **Manipal Business Solutions Pvt. Ltd** Gurugram

Reconciliation Officer

- Reconciling payments to ensure the accounting system reflects the correct transactions.
- General ledger reconciliations.
- Account reconciliations such as bank, inventory control, clearing, billings etc.
- Issue receipts to customers on receipt of payments.
- Performing daily financial transactions such as verifying, calculating and posting accounts receivable data.
- Supporting the month end process.
- Generating month end reports.

Experience: One & Half Year

Profile

Corporate Officer with one of the India's leading LAW Company 'Corporate Law Professional' work for the last One and Half year. Professional, responsible and resourceful team member with an excellent organizational, interpersonal and communication skills and is able to handle pressure and deadlines efficiently. Experienced in areas of customer service management & administration.

Work Experience

1st January 2017 **Corporate Law Professional** Gurugram

Corporate Officer

- Represented company to key clientele and prospective customers in a positive manner, playing an instrumental role in facilitating business development.

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- Kept the detailed financial records of the business generated by every customer.
- Sorted out various business/financial problems and solved them individually.
- Understand clients need and provide suitable financial/business scheme to them.
- Daily Administrative and routine work.
- Handling Correspondence.

Education

2014-2016	M.B.A(Finance & Marketing) Career Point University, Hamirpur (H.P)
2013-2014	Diploma in Computer Adarsh Institute of Commercial Computer Education
2010-2013	BBA (Bachelors of Business Administration) Himachal Pradesh University, Shimla (H.P)
2006-2009	XII & X Himachal Pradesh Board of School Education, Dharmshala (H.P)

Personal Information

Marital Status	Unmarried
Date of Birth	02 nd Aug. 1992
Interest	Listening to music, Reading books, Treckking, Travelling and exploring new places, Interacting with people
References	Available on Request
Permanent Address:	Village Soutta, Post Office Nagrota Gazian, Teh. Bhoranj, Distt. Hamirpur-176045 (H.P)

Date:

Place: Gurgaon

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