

# MANALI JAIN KHURANA

## EXPERIENCE

### THE COALITION FOR FOOD AND NUTRITION SECURITY

Non- Profit  
Organisation

2<sup>nd</sup> May, 2016 –  
present

### SENIOR PROGRAM ASSISTANT

**(Finance, Administration & Resource Mobilisation)  
Financial Management Compliances, Audit, Planning/Budgeting,  
reporting & Grant Management**

- Assist in planning and implement donor audits at partners as well at organizational level.
- Risk management and mitigation at various level/activities for improvement of financial planning.
- Budget Analysis, Fund Flow Management; Cash flow for projects, monitoring & evaluation of budgetary variance analysis.
- Ensuring accomplishing of Legal compliances such as FCRA, Income tax, society, ROC at organization and partners level.
- Filling gap and with program and finance /HR/Admin at various level to support the process and implementation.
- Compliance with organization's Financial Systems, donors and relevant statutory administrative provisions
- Providing support to staff in strengthening financial management system & process as well as admin, HR, grant and operations related policies, systems & procedures.
- Development & review of cost proposals/budgets to support the new business development initiatives;
- Contribution to budget discussions, bids and proposals with donors;

### Accounting /System & Internal Control

- Develop and supervise implementation of accounting policies, systems, and procedures as per the developed organizational and donor's policies and procedures;
- Maintaining restricted, unrestricted funds and local & FCRA funds; and finalization of books of accounts
- Timely compliances to Provident Fund and Income Tax regulations relevant to payroll;
- Coordinate donor audit, Financial Stock Taking and statutory audit of books of accounts, ensuring replies to any audit queries; Liaising with bank, auditors, donors, society & trust regulatory authorities, Income tax department.
- Preparation of Final accounts;
- Capacity building of partners in financial management, preparing budgets and monitoring financial progress vis-à-vis programs.
- Preparing and timely submission of statements and reports to the Board, Finance Committee.

### Administration & Human Resource

- Organizing various organizational meetings such as finance, program approval, AGM and submission of reports to the Executive

Director, Finance committee, program Approval committee and the Board.

- Ensuring preparation of payroll with efficiently management of the same.
- Liaising with the Financial Institutions, Banks, Auditors and Income Tax Departments.
- Providing support to finance and contract staff and evaluate their performance give feedback with future work plan to them.
- Allocation of the available fund to various administrative works as per prepared annual budget. Also supervise the contract staff on preparation of contract of consultants, employees and TORs for the same.
- Responsible for overseeing personnel policies, procedures and establishing systems.
- To plan organize and carry out internal audit of partners in consultation with them.
- Oversee HR, Operations and general administration. Working knowledge and understanding of HR practices & issues
- Handling all recruitment processes – from short-listing of application to appointment.
- Management of personnel files, Leave records, confirmation of staff, appraisal/ increment/ promotion of staff.

**NATIONAL  
AIDS CONTROL  
ORGANISATION**

Ministry of Health &  
Family Welfare  
10<sup>th</sup> December, 2007 –  
30<sup>th</sup> April 2016

**PROGRAM ASSISTANT (Administration)**

- Coordinate & organise workshops, conferences, meeting, and other events for Division by providing information about establishment, like location of departments or offices, employees within the organization, or services provided.
- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Responsible for maintaining & greet persons courteous, professional relations, determine nature purpose of visit, and also direct or escort them to specific destinations.
- Facilitate in drafting reply to VIP references, court cases, matters related to parliamentary affairs etc.
- Analyze data and preparation of monthly reports to define answers to questions & oral inquiries from state-centres personnel's.
- Research and document data requirements, data collection and lead or supervise work in group.
- Process prepare presentations, brochures, reports, briefs, memos, correspondence, Itinerary, travel vouchers, or other documents as per Government procedures.
- Schedule space or equipment for interview & prepare lists of candidates.
- Receive payment record receipts for services.
- Calculate quote rates for tours, stocks, or other products or services.

- Perform administrative support tasks, like proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
- Keep a current record of staff members whereabouts availability.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Enroll individuals to participate in programs notify them of their acceptance.
- Keeping management informed of area activities, any significant problems, and cleaning concerns

**MINISTRY OF  
WOMEN &  
CHILD  
DEVELOPMENT**  
20<sup>TH</sup> March –31<sup>st</sup> Aug 2007

### **COMPUTER OPERATOR**

Dealing with NGO's Grants & Donations.

**MINISTRY OF  
WOMEN & CHILD  
DEVELOPMENT**  
15<sup>th</sup> June 2006 –19<sup>th</sup> march  
2007

### **OFFICE EXECUTIVE**

Dealing with NGO's Grants & Donations.

**HARDAYAL  
PUBLIC SCHOOL**  
3 Months

### **FRONT OFFICE ASSISTANT CUM CLERK**

Office Assistant cum Clerk.

**ICSI**

### **EDUCATION**

Pursuing Company Secretary (Executive)

**MD UNIVERSITY**

MASTER OF BUSINESS ADMINISTRATOR(FINANCE) 1ST  
DIV.(2011)

**KURUSHETRA  
UNIVERSITY**

MASTER OF COMMERCE (2007)

**DELHI  
UNIVERSITY**

BACHELOR OF COMMERCE (2004)

## **PROFESSIONAL EDUCATION**

**IIJT**

### **BUSINESS ACCOUNTANCY**

COURSE CONTENT

Computer Application, Accountancy, Tally 7.2, Tally 9.0, FACT, ACE, EXPERT

**YMCA (NEW  
DELHI)**

### **POST GRADUATE DIPLOMA IN OFFICE MGMT.**

COURSE CONTENT

Stenographic skills, Computer Application, Business English Communication, Human Resource Management, Finance Management, Sales & Marketing, Organizational Behaviour and Communication Lab.

## **CERTIFICATION**

**2002**

NIIT (NEW DELHI)  
COURSE CONTENT

Web Centric Computing

Ms Office, Internet, PET, UML, SQL, JAVA

**CERTIFICATION ORGANISED BY (NACO)**

- Training Program on MS Office from Microsoft.
- Participated as a delegate in National Conference on paediatric HIV towards elimination of Paediatric HIV.

**ADDITIONAL INFORMATION**

Date Of Birth	6 <sup>th</sup> June 1984
Father's Name	Sh. Suresh Kumar Jain
Marital Status	Married
Paintings	Participation in paintings and Arts & Crafts in School and Institute
Strength	Positive Vibes, Punctuality
Languages	Hindi, English

**CONTACT INFO**

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