NAME : MR.MANISH BEHAL  
  
ADDRESS : 105 Parshwanath Garden,

Bhaudaji Road,

Matunga,

Mumbai – 400 019.

Date Of Birth : 29.8.1973

Mobile : 9757462479  
  
Email ID : [manib29@rediffmail.com](mailto:manib29@rediffmail.com)

**Professional**

* **Diploma In Bus.Mgt.L.N .Welingkar Institute of Management Studies,Matunga - 2002**
* **Diploma in Accounting & Taxation Laws from Career Care Institute - Thane - 2005**
* **Knowledge and work experience of Accounting package Tally ERP 9**

**Academic** Bachelor of Commerce Mumbai University 1994 50 %

HSC Mumbai University 1991 63 %

SSc Mumbai University 1989 58 %

**Personal Profile:-**

**Father’s Name :** Late.Shri Kishorilal Behal

**Languages Known :** English, Hindi, Punjabi, Marathi,Guajarati & Sanskrit.

Area of Expertise : 12 years of experience into Collections & Credit control of which 5 years + into Sr. Manager Collections & Credit Control.Sending mails , Personal visit, Telephonic discussions handling Corporates, Traders, Dealers ,Consumers .Setting the credit limit based on paying capacity.Travelled to Nasik, Pune Hazira for Recovery .Also travelled to factory for stock taking.Had 3 persons reporting to me central, Western & Receipt entry .

**1) J.B.Kaushik Foundation: From Jan.2014 to March 2020.**

* Maintaining Accounts of Trust. (Accounts Receivable/Payable).
* Coordinating with Bank and looking after investments of Trust.
* Filing of Statutory Documents.
* Attending to Donation projects.
* Conducting Trust meetings and recording minutes**.**
* Arranging for Stationery items and maintaining registers.

**2) AZ Chemicals Co.: 2008 To 6.11.2013 ( Close Down )**

* Tally ERP9, Microsoft Office & Emails.
* **PayRoll Computing – Salary Calculation and Deductions**
* **Time & Leave Record Keeping Etc.**
* **Receivables / Outstanding Payment Follow up Ageing - Debtors,**
* **MIS , Work-AMC : A/c & Computers .**
* **Collections Of Form C , H ,F & Proof Of Export.**
* **Admin: Liasoning with Govt. Officials, Office correspondence,**
* **Payables / Vendor Payments - Creditors ,Income & ExpensesRecording**

**General Audit / Rechecking etc,Customers despatches details email.**

* **Shareholding Pattern, Quarterly Results etc. Handling Transporters & Octroi Agents & Service Tax.Interaction with Factory regarding despatches .**
* **Pantry & Stationery bookings .**

3) **Alok Trading Co : Oct 2007 ToFeb 2008.**

* Preparation Of Invoices,
* Reports, Receipts & Payment Vouchers,
* Product Costing, GRN ,Monthly Statements
* Reconciliation of Party’s & Bank A/cs., Sales Accounting.
* Knowledge Of Imports & Follow Up with CHA,
* Physical Stock & Register,
* Credit Control,
* Customer Interaction & handling Queries.

4) **CA Firm: Aug 2005 To 30.8.2007**

* Assisting in Audit & Taxation work.
* Accounting on Tally for businessmen & Professionals
* Income Tax Return manually,
* Filing of Income Tax returns.

5) **Fairmount Marketing Ltd: 19.5.1999 To 13.7.2005.** (Closed Down)

* Preparation Of Invoices, Reports,
* Receipts & Payment Vouchers,
* Product Costing, GRN ,Monthly Statements.
* Reconciliation of Party’s & Bank A/cs., Sales Accounting.
* Physical Stock & Register, Credit Control,

6) **Binny Ltd : 12.7.1995 To 15.2.1999**. ( Close Down ).

* Maintaining the Books of A/s Viz :Cash, Petty Cash,

Bank Pass Book, General Party Ledger,

* Customer queries handling / interaction.
* Sales, Purchase, Stock, Material IN & OUT entry,
* Salary Statement & Vouchers & Slip Book.
* Godown Stock Taking & updating

Personal Traits / Strengths: Quick Learner, Dedicated, Honest believes in Live & Let Live.  
  
Hobbies: Services to the HOLY COWs & at Temples, Reading, Watching Cricket.  
  
Motto in Life: My duty is to Work so that I can give. To work is to worship.   
  
Thanking You,  
Sincerely Yours,

Manish Behal