

Manethabh CP
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Mob: 9590149562

CAREER OBJECTIVE

To secure the job in the Accounts and finance management in an organization which could help me learn new skills and deliver my potential of financial analysis, financial controller and strategic implementation of the new approach towards the development of the company

PROFESSIONAL HIGHLIGHTS

- Good interpersonal coordination & communication skills
- Provide reports on and help with budgeting and forecasting
- Identify areas for improvement in financial processes
- Build a relationship with audit teams and tax compliance firms
- Finance controller & Assisting in funds planning

QUALIFICATION

- Master of Business Administration (Finance)-Bangalore University
- Bachelor of Business Administration- Calicut University
- Diploma in Computerized Financial Management- EIIT

WORK EXPERIENCE

- **Current employer** : **Maska Technologies**
- **Designation** : **Senior Accountant**
- **Experience** : **May 2018 till date**

- **Previous Employer** : **PNB MetLife India Insurance Co. Ltd.**
- **Designation** : **Assistant Relationship Manager**
- **Experience** : **May 2017 to April 2018**

- **Previous Employer** : **Ace Creative Learning (P) Ltd.**
- **Designation** : **Sr. Finance Executive**
- **Experience** : **November 2012 to March 2016**

- **Previous Employer** : **Maple Code Consulting (P) Ltd.**
- **Designation** : **Finance Executive**
- **Experience** : **October 2011 to May 2012**

- **Total Experience** : **7 Years 10 Months**

RELEVANT EXPERIENCE

1. Maska Technologies

- Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable, accounts receivable, payroll, bank reconciliation of all corporate accounts, cash receipts, disbursements, invoicing, and preparation of daily bank deposits.
- Accountable for preparation and delivery of month-end closings and financial reporting activities to corporate accountant
- Resolved clients billing issues.
- Developed a strong rapport with clients to ensure customer Satisfaction.
- Communicated with customers to identify and resolve outstanding payments.

2. PNB MetLife India Insurance Co. Ltd.

- Economic fund management
- Equity & Debt controller
- ULIP

3. Ace Creative Learning (P) Ltd.

- Monitoring day to day activities of allotted Ace Centers.
- Performing the month end closing process and reconciliation of the ledgers.
- Bank reconciliation on weekly basis.
- Cash reconciliation on daily basis.
- Ensure the Accounts Payable team are replying to all queries in a timely manner and all queries are dealt with correctly and efficiently
- Updating the receivable and collection entries for all other types of collections done in campus.
- Handling of Petty cash of 10 centers.
- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Maintain the general ledger.
- Maintaining and Processing Travel Reimbursement of all the employees.
- Performing Internal audit of the Ace centers and quarterly basis.
- Preparation of internal audit report of all centers and reporting the same to manager.
- Preparing MIS reports related to receivables team.
- Was SPOC for all audit related quires.
- Monthly Payment and filing of PT, TDS and GST.
- Monthly Budget & Financial Planning Analysis report.

4. Maple Code Consulting (P) Ltd.

- Purchase Invoices
- Sales Invoices
- Utility Payments
- MIS Reports
- Tax Audit
- Adhoc Reports.

PERSONAL DETAILS

Father's Name	Gangadharan CP
Date of Birth	13th Dec 1986
Alternate Mobile	7338029613
Nationality	Indian
Gender	Male
Marital Status	Married
Languages Known	English, Kannada, Malayalam & Tamil
Address	#15 CBI Road RT Nagar Bangalore-560032

Place: Bangalore

Manethabh CP

Date: