

MANU JENA

MBA( Finance),SAP Fico Consultant

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Mobile No. +91-8105087091

Seeking a position with a growth oriented organization in the areas of finance and accounts.

Financial Market, Capital Market, Money, Market, Stocks, Shares, Bonds, YTM method of Bond, Investment Banking, Derivatives, Forward Contract, Future, Options, Swaps, NAV Calculation , operations, mortgages and loans calculations, income calculations,EMI calculation in Excel, Advance Excel, Underwriting,Mutual fund,Sip, Small Mid, Large cap, SEBI .

#### Work Experience

- ✓ Worked 1.10 years as a F & A Operations Executive in Intelenet Global Services in Bangalore, Karnataka (may 2017- March 2019).
- ✓ Worked 1 year as a Finance and Operations Analyst in Jindal Poly Film Ltd (Jindal Group) in Finance Dept. in Nasik , Maharashtra (April 2016- April 2017).

#### Professional Profile

- ✓ Have 2.10 years experience in the area of Finance & Accounts.
- ✓ Zeal to learn new concepts quickly and apply innovative ideas for achieving best results.
- ✓ Motivated, self-starter with a passion to succeed and desire to excel in the areas of Finance ,accounts and banking.
- ✓ Strong communication, interpersonal and analytical skills.
- ✓ Good learner and good performer both in team and independent environment.

#### Academia

- MBA (Finance) from Biju Pattanaik University, Rourkela, Odisha in 2012.
- B COM from Utkal University Bhubaneswar, Odisha in 2009.
- Class 12<sup>th</sup> (Commerce stream with mathematics) from CHSC, Bhubaneswar, Odisha in 2005.
- Class 10<sup>th</sup> from BSE, Cuttack, Odisha in 2003.

#### Job Responsibilities

- **Maintained General Accounting, General Ledger which includes Journal Entries month End closing Entries, maintained Accrual and Prepaid Basis Entries.**
- **Handled Assets management with fixed Assets and Depreciation, Preparation of Bank Reconciliation Statements Monthly Wise.**
- **Preparation of Trial Balance, Co odinated with team members to Preparation of P & L Account, Balance Sheet.**
- **Handed R2R Activities, Reconciliations of Accounts. Involved End To End Activities.**
- **Needed To Report Both Team Lead as Well as Clients. SLA should be Meet 100%.**
- **For open items in Bank Reconciliation Statements Should Be follow of different stake holders.**
- **Advance Excel skills in data Functions (Pivot table, Charts, V-Lookup, H-lookup, Advance Filter, Concatenate,DataValidation,index,match,formulas(sum,sub,mul,Div,max,min,count,count if,avg,sumif,sumifs) basics with advances formulas and functions.**

#### Previous Job Responsibilities

1. **Maintained Budgeting, Forecasting and Variances Analysis of Actual and Standards.**
2. **Handled Inventory Management, Maintained Accounts Receivables, Accounts payables.**
3. **Reconcile vendors and customers a/c, 3 ways matching of AP and AR. Aging wise report preparation, outstanding payment and Receive or Collection.**

4. **Assisted senior officer in Excise department in Excise duty, Tds, Vat, CST and service tax return filing in monthly basis.**
5. **Prepared MIS reports in monthly and quarterly and reported to Finance manager.**
6. **Advance Excel skills in data.**

#### Computer Proficiency

- Hands on experience in Tallyerp9, Computer Hardware and Internet application ,Oracle, SAPECC

#### Personal Details

Name : MANU JENA  
Father's Name : Mr. Niranjana Jena  
Contact Address : plot no-7 & 8/2, 3<sup>rd</sup> main, 7th B cross, Basava Nagar, Marathalli,  
Bangalore-560037  
Nationality : India  
Religion : Hindu  
Marital Status : Single  
Language known : Hindi, English, Oriya

#### Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief

DATE :

PLACE : Bangalore

Manu Jena