

E. Manikandan

Plot No.104 5th street Srinagar,
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OBJECTIVE:

To obtain a challenging position or suitable role that would best utilize my expertise and be highly Productive, Innovative, Responsible and to dedicate myself for the Enlistment of the organization.

EDUCATION

Qualifications	Board/University	Year	Grade/Percentage
ICWA	Institute of cost Accountants of India in Egmore	2017	Pursing
B.com	St.Britto's College	2012-2015	71%
HSC	Kumarajah muthiah higher secondary school	2012	73%
SSLC	St. Mary's matriculation higher secondary school	2010	52%

Personality Traits

- Strong analytical and problem solving skill.
- Excellent analytical and organizational skill.
- Excellent presentation skill.

SKILL SET

Package : MS office 2010.
Operating System : Windows 98, Windows XP, Win 7, Linux.

Career Experience**Hewlett-Packard India****FINANCIAL ASSOCIATE- FROM NOV' 15 TO TILL DATE**

Working for the one of the largest Accounting Deliverables for Global Region Managing all intercompany accounting, Reconciliation, External partners Handling and SLA reporting's.

Roles and Responsibilities:

- Invoice accepted the file through INTERFACE.
- Issuing and Receiving Bulks from the partner through JBA
- Using JBA for Matching Sub Leger's and we have to actualization invoice in Logis Ocean.
- Using Logis Air, to find the Accrual to assign to invoice in respective operation team.
- Handling Ocean invoice in accounting system in JBA. Matched invoice with Accrual and clear the JBA. And also some of invoice we will matched in Logis Ocean. We will share the file to RO (Country Account Manager)
- Auto write off JV(Invoice matched with accrual)
- RDG-RCG JV(Invoice matched with accrual)
- Booking Non Transportation Recharge invoice on JBA.
- Making payments and receivables through In House Banking(IHB)
- Handling client related queries.
- To close every month sub ledger using Queries in AS-400 and to create month end close JE's and posting the same after getting approval from RO.
- To prepare the Month close checklist for the Journals posted and send it RO for approval.
- Responsible to Intercompany books close of AR during month end and sending statements to all the partners on monthly basis.

INTERNSHIP

Period : Dec'2013
Company : Esthell Hotels and Resorts

Responsibilities:

- Verified the invoice for the year ended

Period : Mar'2013
Company : Indev Group of companies

Responsibilities:

- Maintaining all employees records in HR department and Accounts department
- Ordering the files

PERSONAL DETAILS

Name : E. Manikandan
Date of Birth : 11/10/1994
Gender : Male
Marital Status : Single
Nationality : Indian
Languages know: English, Tamil

DECLARATION

I, hereby declare that all the information furnished in the resume is true to the best of my knowledge and belief.

Place: Chennai

Thanking you,

Date: