Manisha Bajaj

Bayonne, NJ | manisha.bajaj2103@gmail.com | +1 201-238-9796| linkedin.com/in/manishabajaj2103

SUMMARY

Analytical and detail-oriented finance professional with experience in accounting, financial reporting, and data analysis using Excel, SAP, and Tableau. Proven ability to streamline financial processes, collaborate cross-functionally, and deliver data-driven insights that enhance accuracy, efficiency, and business performance.

EDUCATION

NJCU School of Business   **Jersey City, NJ**
Master of Business Administration (Finance) | GPA: 3.98   Sep 2021 – Jan 2023

St. Joseph's Degree & PG College   **Hyderabad, India**
Bachelor of Business Administration (Finance) | GPA: 3.94   Jun 2014 – Apr 2017

EXPERIENCE

Kanta Electric Corp., Accounting and Payroll Admin | New York, USA   **June 2025 - Present**
- Manage full-cycle Accounts Payable and Accounts Receivable, including invoice processing, vendor communication, customer billing, and payment posting.
- Prepare A/R aging reports and calculate retainage values for construction projects to support interim and financial statements.
- Process weekly payroll using Foundation Software, ensuring accurate hours, rates, deductions, fringes and compliance.
- Review, validate, and enter employee timesheets, including specialized formats such as SCA (School Construction Authority) timesheets.
- Enter payroll summaries, job-cost allocations, and expense data into QuickBooks through detailed journal entries.
- Perform bank reconciliations, investigate discrepancies, and assist with resolving financial variances.
- Prepare and submit Certified Payroll Reports (CPRs) and DSL reports for multiple construction projects using LCMS application.
- Utilize Microsoft Excel to compile payroll date, reconciliation sheets, and financial summaries with accuracy.
- Communicate daily with vendors, customers, and internal teams via Microsoft Outlook, ensuring timely follow-ups and documentation.
- Schedule company meetings, appointments, and site-related events using Microsoft Teams Calendar.
- Assist with preparing financial documentation required for banks, project owners, and compliance audits.

Alorica, Financial Client Support Specialist | Montreal, Canada   **Sept 2023 – Feb 2024**
- Delivered technical and financial assistance to customers by addressing debit card issues, payment concerns, and transaction-related queries through phone, email, and chat support.
- Maintained accurate logs of customer interactions and payment issues using Excel and internal ticketing systems, ensuring traceability of financial queries and smooth backend coordination with support teams.
- Handled daily support for routine financial tasks such as account loads, transfers, and bill payments, applying prior hands-on cash-handling and reconciliation experience.
- Liaised between internal teams and clients to troubleshoot failed transactions and bounced entries, ensuring resolution through detailed follow-ups and service documentation.

Hinduja Global Solutions (HGS), Finance operations Executive | Hyderabad, India   **Apr 2017 –Mar 2018**
- Processed and calculated patient financial responsibilities including co-pays, deductibles, and coinsurance by interpreting insurance data within mainframe systems to ensure clean claims and accurate billing cycles.
- Engaged directly with patients to retrieve missing financial or identification details, such as SSNs, reducing data exceptions and accelerating claim processing timelines.
- Regularly exceeded performance benchmarks by achieving 100%+ of daily processing targets and was recognized through consistent appraisals for accuracy and timeliness.
- Maintained organized documentation of financial activity and patient interactions, contributing to team efficiency, audit readiness, and compliance with HIPAA standards.

PROJECTS

Global Business Strategy Simulation   **Sep 2022 – Dec 2022**
- Developed cross-functional strategies for a global business simulation by managing product design (MTBF), inventory forecasting, promotional budgeting, and fiscal policy planning to ensure liquidity and operational efficiency.

Equity Portfolio Construction   **Jan 2022 – Apr 2022**
- Conducted fundamental analysis on 10 diverse stocks to build a balanced investment portfolio focused on risk mitigation and long-term growth potential.

Predictive Analytics in Sports   **Sep 2021 – Dec 2022**
- Built a data-driven model to analyze and forecast trends in female participation and performance across Olympic events and countries, applying statistical techniques and pattern recognition.

CERTIFICATIONS

- TB 1100 - SAP Business One - Accounting & TB 1000 - SAP Business One – Logistics | SAP Training Overview
- SAP 01- SAP Overview | SAP Training
- Certification in Financial Markets & Derivatives
- Certification in Quick books

SKILLS & ACHIEVEMENTS

- **Financial Tools:** Excel (Pivot Tables, VLOOKUP, Macros), Tableau, SAP
- **Core Skills:** Financial modeling, variance analysis, stakeholder reporting, P&L, KPIs
- **Honors:** Delta Mu Delta Honor Society, Best Project Analysis Team, NJCU (2022), Top BBA Graduate, St. Joseph's College (2017)

Fun Fact: Passionate about writing blogs on personal growth and soulful living - blending reflection with creativity outside of finance.