

CURRICULLAM VITAE

MANOJ MANNA

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CAREER OBJECTIVE

To be a successful professional by directing all my knowledge and skills to attain personal and organizational goals.

WORK EXPERIENCE

1. RKD INFRASTRUCTURE PVT. LTD.: -

a) Site Accountant: - Review contractors' bills for accuracy and completeness, and approve payment requests. Process invoices. Review, approve, and process payroll, expense reports. Accounts Payable and receivables, Payroll, Inventory cost management, Cash collections & record keeping, Budgeting, Reporting financial statements, Site cash management etc for ongoing Kolkata metro project.

b) Purchasing Manager:- 1. Building and maintaining long-term relationships with vendors and suppliers.

2. Approving purchase orders and organizing and confirming delivery of goods and services.

3. Prepare, maintain and review purchasing records, track the status of requisitions, contracts and orders, approve bills for payment, calculate the cost of orders, assign invoices to the appropriate accounts, and monitor in-house inventory transfer for project consumption.

4. procure all the materials required for building projects and ensure they are provided on time and within allocated budgets.

5. Market to identify price trends and future availability of materials and goods, locating vendors, negotiating prices with the vendors, preparing requisitions and purchase orders, and maintaining purchase records.

2. TCS LTD: - From 09/10/2017 to 01/12/2017 as Proces Associates.

3. AARGEE STAFFING SERVICE Private Ltd. On Deputation at TCS from 11/2016 to 06/10/2017 as a Business Associates.

**4. CMC Ltd. (A TATA Enterprise) :- From 13/10/2014 to 30/09/2015 service
Continuation due to Merger to TCS. [From 10/2015 to 10/2016] as a sr. financial analyst.**

Project:-

Kolkata Metro Project= *Budget and Budgetary control, Fund Management, Documents of Financial Transition, taking of financial decision.*

FUNDAMENTAL= Going into each respective company's financial statements/press releases and analysis income statement, balance sheet and cash flow statement data and finding, researching and capturing the one-time items. It's a fundamental data analysis of various countries company like USA, Canada, Singapur, Malaysia, India etc. For long-term investors, fundamental analysis is the cornerstone of any investment decision. Fortunately the terminal provides access to an extensive library of fundamental data, as well as opinions and research from a wide variety of analysts and news sources. A good place to start is with the financial analysis.

DOEX (document extraction) = Extraction financial data from different country's financial document and assignee attribute.

Work location:-Kolkata

EDUCATION

Qualification	Institute	Board/University	Marks Obtained	Marks (%)	Division	Year of passing
M. COM	The University of Burdwan	The University of Burdwan	726	60.50%	1st	2014
B. COM (Honors)	Netaji Mahavidyalaya	The University of Burdwan	460	57.50%	2nd	2012
H.S. (10+2)	Damodarpur High School	W.B.C.H.S.E.	300	60%	1st	2009
Madhyamik (10th)	Damodarpur High School	W.B.B.S.E.	524	65.50%	1st	2007

COMPUTER SKILLS

- Computer Fundamental, MS-Office (Word, Excel, Power Point), Tally ERP, DBMS, Internet & E-mail.

HOBBIES

- Financial Data Interpretation
- Studying of different Companies Financial Document
- Financial Management

PERSONAL INFORMATION

FATHER'S NAME : SANKAR MANNA
MOTHER'S NAME : SABITA MANNA
ADDRESS : VILL – SHYAMBALLAVPUR,
P.O. - RADHABALLAVPUR,
P.S. – GOGHAT,
DIST. - HOOGHLY,
PIN- 712616
DATE OF BIRTH : 10th MARCH, 1992 (10/03/1992)
SEX : MALE
NATIONALITY : INDIAN
RELIGION : HINDU
MARITAL STATUS : MARRIED
MOTHER TOUNGE : BENGALI
LANGUAGE KNOWN : BENGALI, ENGLISH & HINDI

Declaration:

All the information mentioned above are true and to the best of my knowledge and if any information is found misleading my employment can be terminated without giving any notice.

Date:

Place: Kolkata