



Manjunath S. Desai
Senior Finance Executive

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EDUCATION

- **Master of Business Administration (MBA)** in Finance from Madurai Kamraj University Madurai, 2010
- **Bachelor of Commerce (B. Com)** from Shri Mrityunjaya College / Karnataka University Dharwad, 1999

SUMMARY

- Resourceful and innovative professional with over **15+ years** of experience in **general accounting, financial management & operations** including **accounts payable, accounts receivable, bookkeeping, fixed assets, reconciliations, and inventory** for multiple companies according to **GAAP**
- Experienced in monthly reporting, annual budgets, and process improvements. Amazing ability to examine and verify financial documents and reports. Remarkable ability to handle challenging issues with diplomacy
- Successful at managing and prioritizing multiple team projects within a high-reliability organization. Detail oriented, with proven ability to successfully contribute to objectives. Strong analytical, problem solving and organization skills

AREAS OF EXPERTISE

- Central Accounting
- Cost Accounting
- Brand Finance
- Accounts Payable
- Accounting Operations
- Inventory & Cost Applications
- Financial Reconciliations & Audits
- Financial Research Projects
- Strategic & Financial Analysis
- Audit Review Procedures
- Financial Reporting
- Account Analysis
- Fixed Assets
- Budget Analysis
- Project Management

PROFESSIONAL EXPERIENCE

Hindustan Unilever Ltd – Mumbai | Sr. Commercial Executive March 2005 to till date

1) Plant Accounting and Capex (Forecasting) and Analyzing

- **Inventory Management Controller for FMCG** units which ensure optimum material stock level for all RM/PM/SFG/FG. Contract Manufacturing: Accounting Hygiene/ Material Control /Audit and Payments. Handling supplier payments and redressing all payment related issues if any and collecting the NCC (Nil Claim Certificate) from all Suppliers, Third- and Second-party units.
- **Recovery from third party (contract manufactures)** because over consumption of RM/PM based on the technical efficiency report on quarterly basis. Ensures Purchase orders are issued on time and proper BOMs (Bill of Material) are available in the system for production.
- **Arranging the physical stock audit** at third party units and verify the book stock and physical stock on monthly basis and to take necessary action.
- Preparing and executing - Technical Efficiency of the units, Payment efficiency, Dispatch and Production Compliance
- **Capex Budget Control** – Have controlling over Rs 700 Cr capital proposals across company. Analyzing the spend for all capital proposals and reporting to region

- **Forecast and Actual Monitoring** – Have forecasting over Rs 700 Cr capital proposals monthly and keep a track on spends against each capital proposals
- **Capitalization** –Post completing of the capital proposals, ensuring all assets are capitalized before starting the commercial producing at site

2) **P2P (Procure to pay), Accounts Payable and Vendor Reconciliation**

- Researched process optimization – Identified redundant step in the purchase order approval which was eliminated at my suggestion and resulted in a 15% reduction in processing time
- Efficiency process vendor invoices and maintains an up-to-date system.
- The coordinate approval process of all payable invoices
- Research and resolve all payment problems
- Collecting the NCC – Nil Claim Certificate or CNCC – Conditional Nil Claim Certificate and matching with vendor ledger. Addressing all account payable issues
- Guiding the Factory team to pass the GRN in a proper way to ensure payment on time
- Ensuring the payment efficiency is >95% +
- Completely handling all AP part of Home Care Business
- There are 8 manufacturing units across India.
- There are about 10000+ bills payments processed in a month (RM / PM and other payments)
- Reviewing Trial Balance monthly basis. Passing necessary JV on month-end
- Controlling and analyzing the whole contract manufactures stock.
- Creditors and AP Reconciliation
- Manage the accurate and timely processing invoice Approx. 10,000 per month for large volume,
- Processing 2-way match and 3-way match invoices
- Generated a daily operations report from SAP R3 and management review.
- Monitored the supplier payment daily from the lines of business and coordinate with IBM to ensure timely invoice processing and payment released to our stakeholders.
- Investigated and resolved non-payment issues daily via email, call, and various error resolution reports regarding PO and Non-PO-related invoices.
- Implemented new technologies and process automation, including new Salvage & Autoliv
- Maintaining the Salvage portal to touchless process.
- Researched and resolved account payable discrepancies. vendor block and supplier debit balance.
- Focusing and improving on P2P KPI's Like POT, POC, FPY for all the suppliers as well as units.
- Ensure no Credit Loss of GST Input tax.
- Execute activities allocated as per set KPIs/ Metrics/ SLA Review processes in own area of work and associated process, and suggest improvements to bring inefficiencies
- Working on POR/GL clearance ensures no lines should be pending for more than 120 days.
- Solving the vendor GSTIN mismatch, short payment. HSN code, QR Code & TCS.
- Preparing on weekly basis creditors aging for MSME vendors, Payment should be released as per supplier due date.
- Track & settle inter-company payable
- Preparing vendor Reconciliations as per GL outstanding, monitoring over aging items & maintaining overall hygiene & control over GL.
- Coordinate with IBM for regular urgent payment, Import Advance knock-off.

3) BRAND FINANCE, CENTRAL ACCOUNTING & COSTING

- Media and Non-Media Budgeting – Control on all Media, Non-Media & Trade budget and spends on monthly basis.
- Gross Margin Variance Analyzing (GMVA)– Every month/Quarterly need to prepare a margin statement of all brands CBU wise for all trades (GT and MT). Product Costing for Tea, Coffee and Ice Cream categories. Monitoring the Consumer Promotion activity
- Price Change Proposal (MRP) - Implementation and Monitoring. Closely monitoring the Budget Vs Actual spends on major brands
- Reviewing Trial Balance monthly basis for 8 major home care units. Passing necessary Journal Voucher on month end. Preparation of financial account schedules.
- Handling all kinds of audits e.g., Statutory, CAD etc, Controlling and analyzing the whole contract manufactures stock. Creditor, Stock Reconciliation and Vendor payment efficiency.
- Responsible for product costing for all food products for all contract manufacturing units. Closely monitoring the market conditions and taking necessary actions to maintain optimum prices. Analysing the Material Usage Variances by evaluating the technical efficiency of the third party-manufacturers and taking necessary steps in cases of variances found.
- Cost Actualization for all outsourced units on a quarterly basis (Standard cost V/s Actual cost for the material)

4) MANAGEMENT INFORMATION SYSTEM (MIS)

- Brand wise profitability
- Cluster wise Brand performance.
- Technical Efficiency
- Forecast Vs Actual Analysis-Report
- Market Share – Review
- KEY Material variance analysis Report

Paharpur Industries Ltd-Bangalore | Accounts Assistant Dec 2003 to Feb 2005

- Verifying and Accounting of Travel Bill and Purchase Bills
- Sending daily sales report, Customer Satisfaction report to HO
- Bill's receivables
- Visiting various customers & understanding the customer issues.
- Preparation OPN's (Order Processing Note)
- Preparation of MIS to Marketing Team
- Getting PO copies from various customers and coordinating with factory