

MANJUNATHA K N

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Bhatrahalli, Bangalore

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CAREER OBJECTIVE:

To work with a leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

ACADEMICS:

Course	Year	Institution	University Name	Aggregate %
MBA in Finance	2009-11	The Oxford College of Engineering	VTU, Belgaum.	73%
B.Com in Accounting	2006-09	Rajajinagar First Grade College Of Commerce; Bangalore-10	Bangalore university.	69 %
PUC	2004-06	Govt. Junior college, Vemagal	Bangalore Pre-University	68 %
SSLC	2004	Govt. High School, Vemagal	Karnataka Secondary Education Examination Board	60 %

EXPERIENCE:

- Presently working in “**Impelsys India Pvt Ltd**” as **Sr. Finance Executive** From April-2016 to Till date
- I was worked for **Manipal Health Enterprises Pvt Ltd(MHEPL)** as **Finance Officer** From June 2014 to till March-2016 (2 Years).
- I was worked for “**Puravankara Projects Ltd**” as **Finance Executive, for 2 years**
- I was worked for **Opto Infrastructure Ltd.** (A subsidiary of Opto Circuits India Ltd) as an “**Accounts Executive**”, for **1.5 years**

Job Description:

- Accounts Payables Management
- Accounts receivables Management
- Maintain and reconcile of G L Accounts
- Bank Transactions & Reconciliation
- Preparation of MIS reports
- Filing of Service Tax & VAT returns
- PF Account Management
- TDS Calculations and Payment & Return
- Handling Petty Cash
- Bills processing & Payments
- Preparation of Payroll
- Preparation of Billing and collection
- Assisting in Preparation of Form 16/16A
- Assisting in day to day accounting Functions.
- Preparation of Monthly budget/Fund request.
- Supervision of Accounting and Administrative Staff.
- Quarterly and yearly closing process of accounts. Ensure that all statutory obligations have been duly met in the preparation of accounts.
- Employees Insurance Management

INTRENSHIP:

- I have done 3 months internship program as an “**Internal Auditor**” under the guidelines of **PR Rao Associates** from **December 2010 to February 2011**.
- I have worked for part time for 2 months as “**Asst. Internal Auditor**” of **Rajajinagar Co-operative Bank Ltd.** under **P R Rao Associates** guidelines from **April 2011 to June 2011**.

Computer Proficiency:

- **Operating Systems:** Familiar with Windows XP, Windows 2007.
- Internet & other Applications
- Tally 9.0, Computer Basics.
- Knowledge of Corel Draw and Page Maker (DTP).

Participations:

- Participated in personality development class held by LAPS academy 2008.
- Participated in students exchange program at Coimbatore in April 2010.
- Participated in various events competition in Magnum -11 at Mangalore 2011.

Achievements:

- Secured 4th rank at Taluk level in speed talent math’s examination in 2003.
- Scored first class rank at class level in talent science examination 2004.

PROJECT PROFILE:

Academic Project : - MBA
Topic Title : - “An analysis on NON PERFORMING ASSETS”
Duration : - 10 Weeks (i.e., 15th December 2010 to 22nd February 2011)
Organization : - The Rajajinagar co-op Bank ltd Bangalore-10.

Description : - Primarily, I visited and interviewed finance department in the bank to obtain Elementary information regarding Non-performing Assets. Detailed study and analyze of Non-performing Assets of the firm in terms of Loans and advances, substandard Assets, Doubtful NPA secured and unsecured, granting loans to priority sector as well non-priority sector and measures taken by the bank for effective recovery of NPAs.

- * Using ratio analyze and Consolidated NPA statements to interpret the data.
- * Observed Bank’s various measures to reduce the NPA level year wise and Provisions etc.
- * Detailed verification of internal records for procedure for granting the loans to priority sector as well to non-priority sector.
- * Factors responsible for the financial performance of the company and to offer conclusion and findings.
- * How the Co-operative sector contributing towards National Economy Growth and Development
The information regarding the same was collected through various sources like company’s last 5 years balance sheets and Profit and loss accounts, interaction with executives & Manager and Secondary data as well.

PERSONAL PROFILE

NAME : Manjunatha KN
DATE OF BIRTH : June 5, 1988
FATHER’S NAME : Narayanaswamy
MARITAL STATUS : Married.
SEX : Male
LANGUAGES KNOWN : English, Kannada, Hindi and Telugu.

DECLARATION

I hereby declare that all the above information is true to best of my knowledge.



(MANJUNATH KN)

PLACE: Bangalore
DATE: 12/10/2016