

CURRICULAM VITAE

MANUKUMAR G|Mob: 9353676020 / 9663957837 |E-mail: manukumar8397@gmail.com

CAREER OBJECTIVE

Dedicated, Smart & Hard-Working Professional, seeking challenging growth-oriented career, where I can pursue excellence and be a key resource, making an important contribution to growth of the organization. Proven track record in optimizing financial performance, implementing cost-saving initiatives, and leading high-performing teams. Aiming to contribute to ABB's mission of shaping the future of industrial digitization.

Experience:

- ▽ ORDER HANDLING|ABB INDIA LIMITED|HANCHIPURA WHEREHOUSE| DECEMBER 2019 - OCTOBER-2021.
- ▽ FINANCE EXECUTIVE|ABB INDIA LIMITED|PEENYA BANGALORE | NOVEMBER 2021 – T I L L DATE

KEY RESPONSIBILITIES:

▽ FINANCE EXECUTIVE

- ▽ As a Finance Executive, handled invoice processing payment follow up and supporting to month close.
- ▽ Responsible for Raising different kinds of Invoices for the suppliers and customers.
- ▽ Purchase order verification with our sale order is there any discrepancy get it corrected.
- ▽ Original In voices and LR copies send to regions.
- ▽ Daily contact with the customers regarding payment via phone and email.
- ▽ Provide supporting documents for audits.
- ▽ Documentation and filings.
- ▽ Provision JV Entry Posting.
- ▽ Strong expertise in financial modeling, forecasting, and budgeting to support informed decision-making.
- ▽ Proven record of developing and executing strategies that drive profitability and improve overall financial performance.
- ▽ Successfully collaborated with senior leadership to align financial goals with organizational objectives.
- ▽ Exceptional communication and presentation skills, ensuring effective collaboration with cross-functional stakeholders.

▽ ORDER HANDLING

- ▽ Verify order details, including product specifications, pricing, shipping information, and customer requirements.
- ▽ Process and manage customer orders received through various channels, ensuring accuracy and timely order fulfillment.
- ▽ Coordinate with internal teams (such as sales, production, and logistics) to ensure all necessary resources and information are available for order processing.
- ▽ Communicate with customers regarding order status, delivery timelines, and any potential issues or delays.
- ▽ Prepare and maintain documentation related to orders, including order confirmations, shipping records, and invoices.

- ▽ Stay updated on company policies, product knowledge, and industry regulations relating to order processing and customer service.
- ▽ Continuously identify opportunities for process improvement and implement best practices to streamline order handling operations.

EDUCATION:

- ▽ B. Com in Accounts from Kuvempu First Grade College, Bangalore in 2018.
- ▽ PUC in Commerce from Vivekananda P.U College, Bangalore in 2015.
- ▽ SSLC from Siddaganga High School, Bangalore in 2013.

STRENGTHS:

- ▽ LEADERSHIP SKILLS.
- ▽ COMMUNICATION SKILLS.
- ▽ PROBLEM SOLVING.
- ▽ TIME MANAGEMENT.
- ▽ PUBLIC SPEAKING.
- ▽ SELF MOTIVATION.
- ▽ QUICK LEARNER.

SKILLS:

- ▽ DIPLOMA IN TALLY ERP 9 and GST
- ▽ SAP KNOWLEDGE

HOBBIES:

- ▽ Playing Cricket and Table Tennis.
- ▽ Traveling.

PERSONAL INFORMATION

Father name:	Gangadhar
Date of Birth:	31th March 1998
Gender:	Male
Marital status:	Single
Nationality:	Indian
Language known:	English, Kannada.
Address:	#105, 7th main, Venugopala Nagar, Nagasandra (P) Bangalore-560073

Declaration: I hereby declare that the written are true of my knowledge and belief.

Place: Bangalore

Manukumar G