

MUNISHWARAN N

Coordinator

Virudhunagar, India,

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SUMMARY

To produce outstanding results for my organization by applying my skills and aptitude, which I have acquired throughout my career and thereby ensure growth of my organization and further enhance my professional growth.

I am an enthusiastic finance professional with a strong background in Accounts Receivable & Payable, seeking to contribute my expertise as a Central Operation Executive or Finance Executive. My passion for optimizing financial processes and ensuring accuracy aligns perfectly with your team's goals. I am eager to bring my analytical skills and dedication to excellence to your organization, fostering growth and efficiency while delivering exceptional results.

EXPERIENCE

❖ Accounts Receivable & Payable, Dalmia Cement Bharat Ltd

Co-Ordinate with Sales team and provide SOA, CN/DN based on requirement accounts management. Sales team providing data reports for audit compliance. Preparation of Bank Reconciliations Statements. Credit & Debit Note Processing. Dealing with Bank for collection related issues (RTGS, NEFT, Cheques BG invocation & Bill of Exchange). RPT-Related Party Transactions. IFC-Internal Finance control (As per SOP Verifying Credit Limit). PVC - Price Variation Clause (Railway Sleepers Customers). Information Catalogue Preparation to upload it in website towards general information. Online Catalogue modifications. Operation work like support to collect and verify the demand Draft particular to consent event and upload. Post event verification and long through all post event procedure. Accounts-Tally Entry in manual process of records of payment and other expenses. Co-Ordinate with respective branch heads and managers for operation data and event information, Marketing and information and stake holders for upcoming event. Market and calls Campaign for membership registration. Online event-auction Co-ordination if any problem accrues to stakeholders. Information of tech process and E-Wallet procedure users.

❖ Central Operation Executive, Matexnet Pvt Ltd

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❖ Finance Executive, Manappuram Finance Pvt Ltd

MIS Report Preparation. Co-ordinating With various Branch Manager and Regional heads managing in bank statements.

EDUCATION

❖ Madurai Kamaraj University

2017 — 2020

Bachelor of Arts, Commerce

Virudhunagar

- Graduated with Honors in Bachelor of Arts

SKILLS

Tally	❖❖❖❖❖	Microsoft Excel	❖❖❖❖❖
Word	❖❖❖❖❖	SAP	❖❖❖❖❖
Photoshop	❖❖❖❖❖	PowerPoint	❖❖❖❖❖
Typing	❖❖❖❖❖		

LANGUAGES

English	❖❖❖❖❖	Tamil	❖❖❖❖❖
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CERTIFICATIONS AND LICENSES

Tally

REFERENCE

Reference available upon request