**Curriculum vitae**

**Phaneendra Kumar Manepalli** Mobile**:** +91-9985371835

Hyderabad. E-Mail: happy.phani19@gmail.com

**EXPERIENCE SUMMARY:**

* Having **8**  **years Plus**  experience in Commercial & Accounts.
* Worked on Different ERPs Like SAP (SD, FI, DBM) & Oracle Etc .
* Basic exposure in usage of **MS-Office** (Word, Excel, Power Point).
* Sales Order Creation, Monthly Closings, Vendor Bills processing and Follow-ups, Customer Billing.
* Petty Cash Handling, Customer billing’s collection depositing on Bank, SAP & Other ERP’s End User.
* Working with Internal Audits Team Etc.
* Flexible and versatile to adapt to any new environment and work on any roles.

**PROFESSIONAL SUMMARY:**

* Worked as **Finance Executive** in **Royal Enfield Ltd (Eicher Motors Group), Hyderbad .**
* Worked as a **Accountant** in **Mahindra First Choice Services Ltd**,Hyderabad .
* Worked as **Accounts Executive** in **STAR HEALTH** & **ALLIED INSURANCE Co LTD**, Hyderabad.
* Worked as **Commercial Assistant** in **RUCHI Soya Industries Limited**, Mangalore .

**ACADEMIC PROFILE:**

* **M.B.A**. **(Finance & Marketing**) in K.Chandrakala P.G. College affiliated to Acharya Nagarjuna University.
* B.Com in Dr.B.R.Ambedkar Centenary Degree College affiliated to Acharya Nagarjuna University.
* Intermediate (C.E.C) in T J College affiliated to Board of Intermediate Education.
* SSC in S.V.V.H School affiliated to SSC Board.

**EXPERIENCE DETAILS:**

 **1)Royal Enfield (Eicher Motors Group) (From March-2015 To Dec.-2019).**

 **Designation :** Finance Executive (Accounts Receivables)**.**

 **Industry :** Automobile Two Wheeler**.**

 **Roles : Accounts Receivables -** Customer Billing,Cash Collection, Bank Deposits**,** Cash MIS Reports, Sales Orders requestingInsurance Dues reconcile &Dues follow-ups**.**

**Accounts Payables** - Vendor Bills Processing**,** Imprest Cash Handling, **General Accounting -** Sap Entries (F-21), RSA, Insurance Renewals SAP Entries Coordinating with Head Office for Month End Closing Activities E tc.

**2)Mahindra First Choice Services LTD (**19th Sep 2013 To 1st march2014**).**

Designation **:** Accountant**.**

Industry  **:** Automobile Industry (Hyderabad Out Let).

**Roles**:

 1. Invoice Generation From Job Card (Sap:DBM/JC) .

 2. Purchase Invoice Passing (MIRO - Stores Related).

 3. Credit /Debit Card & Cash Entries & Clearing in SAP(F-02&F-03).

 4. Cash Collection and Cash Report Sending to Corporate Office Etc. 5. Bank Transactions (Cash & Cheque Deposits).

 6. Expenses and Payments updating in SAP (SAP:FBCJ).

 **7.** Insurance Payments Followup.

 8. Insurance Liability Details Updating in SAP (SAP:F-02).

9. Insurance & Debtors Cheques Updation**.**

10. Coordination with Other Outlets & Corporate Office.

**3)Golden Enterprises,** C/o Star Health & Allied Insurance Co LTD.

 Project : **Aarogya Sri** (Govt of AP Project)

 Designation : Accounts Executive.

 Industry : Health Care Insurance Service.

 Place : Hyderabad.

 Duration : 21thDec 2009 to 2nd june 2011.

 Experience : 1.6 Years.

Roles & Responsibilities:

1. Vendor Payments .
2. Vouchers preparation and Filing.
3. TDS and Service Tax Monthly Details Reporting to Corporate Office.
4. Account Verification & Analysis of Claims for Payment.
5. Identifying the Deductable and Reject able Claims and informing to Management.
6. Payments file Maintenance on Monthly and Daily Basis.
7. Daily Fund Status Updating to Management.
8. Grievances and Feed Back issues Follow-up.
9. Team Coordination and Guiding to new team members, Etc.

**4) MARSHALL** MULTI TRADE PVT LTD, C/o **RUCHI** **Soya** **Industries limited**.

Industry : F M C G (Refinery Edible Oils).

 Place : Mangalore.

 Duration : 10th Jan 2008 to 3rd Sept 2009.

 Experience : 1.8 Years.

 Designation : COMMERCIAL ASSISTANT.

**COMMERCIAL RESPONSIBILITIES (S&D):** Worked on **(ERP Oracle & SAP Software End user)**

1. Sales Order preparation from contract (TC:ZV001,002,003).

 2. Stock Transfers Orders Preparation for Depots (VL10d).

 3. Supporting to Accounts Team for Physical Stock Counting quarterly.

 4. Supporting Roles for Payment follow up purpose Contact to Sales offices and Brokers.

 5. Contract Observations.

 6. Supporting to Party wise contract outstanding report.

 7. Purchase orders requirements observations and informing to Depots.

 8. Sales returns Updating on ERP.

 9. Dispatch Details Sending to Brokers.

 10. Stock Requirements up dating to Manager.

 11. Supporting role for Customer Account verification and Payment follow-up.

 12. Institutional Sales Orders Preparation and Transport arrangements, Etc.

 13. Out Bound Delivery Issuing (Vlo1n),Stock Checking (MMBE).

 **Project : Competitive Sales Analysis of C.T.V. Market** (MBA Project).

Title : Competitive Sales Analysis of C.T.V. Market

Company : LG Electronic India Pvt. Ltd.

Duration : 2 Months.

Place : Hyderabad.

Description : Analysis of the CTV’s Sales on the basis of dealers’ opinion.

 **ADDITIONAL CERTIFICATIONS & QUALIFICATIONS:**

**1. DCA** (Diploma in Computer Application).

2. Hindi Rashtra Basha .

3. Knowledge in **Tally**.

4. Trained in SAP FICO Ecc: 6.0(Dec-2011).

 **KNOWLEDGE & SKILLS:**

 1. **SAP SD,DBM,FI** EndUser,**ERP**-Oracle End User.

 2. Team Co-ordination.

 **PERSONAL DETAILS:**

 Father’s Name : M.V.Nagabhushanam.

 Date of Birth : 15-08-1983.

 Gender : Male.

 Marital Status : Un-Married.

 Nationality : Indian.

 Languages Known : Telugu, English and Hindi.

 Hobbies : Watching Cricket, Listening Music.

Address : H.No: 22-10-9, Pendotavari Street, Kothapet, Tenali - 522 201.

**DECLARATION**

 I here by declare that the above mentioned details are true to the best of my knowledge and belief.

Place :

Date :

 (M.V V B Phaneendra Kumar)