



Manwar Singh

GET IN CONTACT

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PERSONAL DETAILS

- Current Location Noida
- Date of Birth Jun 15, 1988
- Gender Male
- Marital Status Married

SKILLS

- SAP
- Invoice Processing
- Vendor Payments
- Fixed Asset Accounting
- Foreign Remittance
- Finance
- Accounting
- Bank Reconciliation
- Finance
- Accounts Finalisation
- Fixed Assets
- General Accounting
- Accounts Payable
- Invoice Processing

TECHNICAL SKILLS

- SAP FICO
- EXCEL

LANGUAGES KNOWN

- English
- Hindi

SOCIAL LINKS

- <https://www.linkedin.com/feed/>

EDUCATION HISTORY

Doctorate

Course	B.Com(B.com)
College	Shobhit institute of engineering and technology, Meerut
Year of Passing	2015
Grade	54%

Post Graduation

Course	B.Com(Commerce)
College	Shobhit Institute of Engineering and Technology, Meerut
Year of Passing	2014
Grade	Pass

Graduation

Course	B.Com(Commerce)
College	Shobhit Institute of Engineering and Technology, Meerut
Year of Passing	2014
Grade	51%

Class XII

Board	CBSE
Medium	Hindi
Year of Passing	2007
Grade	40-44.9%

Class X

Board	CBSE
Medium	Hindi
Year of Passing	2005
Grade	55-59.9%

WORK EXPERIENCE

Apr 2012 to Apr 2012

Senior Executive at Abp Network Pvt Ltd

ACCOUNTS PAYABLE,VENDORS PAYMENTS,MONTHLY CLOSING,TDS DEDUCTION,INPUT GST,GRN PROCESSING,PURCHASE ORDER CHECKING Payment processing of vendor in timely basis,foreign remittance (opex & capex), monthly closings, review of monthly provisions of accruals, booking of Gst,Tds, adhoc report with cost centre wise,department wise & gl wise, Creation of CWIP, Assets & depreciate the Assets, monthly fixed assets addition, yearly follow-up with consultant with

physical varification.SAP knowledge, capitalisation of fixed assets, foreign remittances, 15CA/CB, FEMA compliances Audit Schedules, import payments.discussion with department regarding of creation of Fixed Assets, helping to Auditor for Physical verification of Fixed Assets, Audit schedules like. additions/deletions report, PPE, CWIP,Capital advances.

Apr 2012 to Apr 2012

Senior Finance Executive at ABP Network Private Limited

1. Processing vendor payments 2. Invoice processing 3. Tds deduction 4. GST Input 5. Foreign payments 6. 15CA/CB 7. Import payments 8. Checking of agreement/PO & invoice 9. 3 way matching of invoice 10. Fixed Assets Management 11. Fixed Assets register 12. CWIP creation Assets creation 13. Deletion of Assets Posting of Depreciation 14. Adhoc reports 15. cost center reports 16. SAP knowledge 17. Good command in Excel 18. PO entry posting 19. Without PO entry posting 20. Running of Service entry sheet (SRN) 21. GRN running 22. Posting of expenses with their nature of expenses 23. variance analysis report of expenses 24. Monthly/Quarterly/Annually provisioning of expenses 25. Co-ordination with auditor of Statutory 26. Internal & Physical verification 27. preparing reply of audit queries 28. Open PO report 29. Discussion with department for vendor advances 30. settlement of open advances 31. F-44 knocking off 32. Booking of foreign exchange fluctuation Profit & Loss 33. Vendor reconciliation & resolve the queries of vendors etc..

Apr 2012 to Present

Senior Executive Finance & Accounts at Abp Network Private Limited (Formerly known as Media Content & Communication services Private Limited)

ACCOUNTS PAYABLE,VENDORS PAYMENTS,MONTHLY CLOSING,TDS DEDUCTION,INPUT GST,GRN PROCESSING,PURCHASE ORDER CHECKING Payment processing of vendor in timely basis,foreign remittance (opex & capex), monthly closings, review of monthly provisions of accruals, booking of Gst,Tds, adhoc report with cost centre wise,department wise & gl wise, Creation of CWIP, Assets & depreciate the Assets, monthly fixed assets addition, yearly follow-up with cosultant with physical varification.SAP knowledge, capitalisation of fixed assets, foreign remittances, 15CA/CB, FEMA compliances Audit Schedules, import payments.discussion with department regarding of creation of Fixed Assets, helping to Auditor for Physical verification of Fixed Assets, Audit schedules like. additions/deletions report, PPE, CWIP,Capital advances.

Apr 2007 to Mar 2012

Accountant at MAP & associates chartered accountant

Punching of bills Related to different Dept. Checking for Signature, Contracts, Rate cards , Purchase order Etc. Ensuring accuracy in recording, recording in correct ledgers & timely payment. Responsibility for being in a fiduciary capacity. Vendor balance confirmation etc. Auditing, Bank audit, checking of books of accounts at client site. reconciliation of debtors & creditors

PROJECTS

Shifting, 365 Days

Capitalisation of shifting project old office to new office of ABP NETWORK PVT LTD