To,

The HR Department

Pragya

Gurgaon, India

Subject: “Application for the Position for “**Sr. Team Member - Administration”**

Dear

Sir/Madam

I am applying For the Position for “**Sr. Team Member - Administration**”. Please find enclosed of my Resume & Cover letter. I am a qualified Finance & Administration Person with over all experience of 7 years including various reputed Organization and 7 years in Accounts, Administration, and Operation & Audit department. Currently working with Plan International (India Chapter) as a Finance & Administration Officer & in my professional carrier i have worked with Smart Power India (Powered by the Rockefeller Foundation), Adventist Development Relief Agency (ADRA India), Population Services International (PSI), Right Path Foundation.

I carry a rich experience in the Account & Administration, Internal and Statutory audits during my professional career in various types of industries. This has given me an opportunity to understand the complexities and challenges in any business environment and apply the relevant laws including statutory legal requirements including the accounting standards. In addition to this, I carry good coordination skills, an ability to manage multi-location offices and departments. I have demonstrated competence through diverse experience which includes managing multidisciplinary teams and possess excellent interpersonal communication skills.  I am a team player and people’s person and have worked with various departments with ease and positivity.

**Currently, as a Finance & Administration Officer in Plan International,  I am responsible for managing the Administration & Finance of Plan International, which is a HIV program funded by NACO spreads in all over Bihar. Majorly the work involves around the Program & Administrative procurement's, reviewing and approval of the bills/meetings expenses, fresh release /adjustments of advances, processing of STC salary, inventory management, grant monitoring of budget and expenses as accountable for donor reports on a quarterly basis including explanations on variances, timely information about the funds to the management, on line payment processing etc. Apart from that support is provided to HR division, communication division, Develop and communicate a procurement plan, oversee development and administration of contracts with external suppliers and manage procurement policies, procedures and programs with a focus on their ability to enhance organizational value and efficiency. Serve as the primary contact for procurement, training, policy and procedure interpretation, and alignment by all divisions. Support in centralized procurement program that adds value and efficiency to the organization. Process purchase orders, develop bids and proposals and reconcile discrepancies in invoicing during the course of the role.**

**Project Handled** - **HIV AIDS (National AIDS Control Society) with Bihar State Government & Central Government**, **Rural Electrification with State Government & Central Government, Project Axshya (Tuberculosis – RNTCP Program) State Government & Project Sanitation (Funded By Bill & Melinda Gates Foundation) with State Government.** **Hindustan Unilever Limited Hand Wash Project, And Faecal Sludge Management**.

I have worked in Finance & Administration Department in State & Country level so able to work as an ”**Sr. Team Member - Administration**”. I am forwarding my Resume for your perusal and kind consideration. If given a chance I assure you of my best performance, unflinching loyalty and dedication.

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**MANISH KUMAR**

**Contact Nos.**: **+91-7541820055/9507229094**

**E-Mail**: **krmrmanish@gmail.com**

**JOB OBJECTIVE**

In quest of mid & Senior-level assignments in Finance & Accounts/MIS Management/Statutory Compliance with a leading organization of repute.

**PROFILE SUMMARY**

* A competent professionalwith nearly 5 years of experience in:

**Finance& Accounts Audit & Assurance MIS Management**

**Statutory Compliance Team Management Coordination**

* Demonstrated proficiency in streamlining systems / procedures for internal financial control, preparing annual audit plans, designing internal control systems and facilitating effective decision-making.
* A pro-active and result oriented professional with verifiable year after year success achieving revenue, profit and audit growth objectives in a dynamic environment.
* Highly astute, energetic and team spirited with a strong work ethics and the ability to fill numerous financial and investment roles.
* Deftness in instituting internal control systems viz. receivables, payables, inventory as well as keeping a constant vigil over overhead expenses.
* Abilities in managing the compliance audits related to law and statutory matters with involvement in scope finalization with the process owners.
* An effective communicator with good analytical and problem-solving skills.

**CORE COMPETENCIES**

* Improving operations, impact business growth & maximize profits through achievements in finance management, at cost reductions, internal control & productivity improvements.
* Maintaining statutory books of accounts viz., journal, ledger, cash book in compliance with time & accuracy norms. Helping in the preparation of MIS reports to provide feedback to top management on business performance.
* Creating and sustaining a dynamic environment that fosters development opportunities & motivates high performance in team members.
* Handled statutory, tax audits etc. and other certifications during the professional career. Planning, executing and accomplishing various grant, compliance and internal audits.
* Managing the internal function of the organization & preparing audit scope with the auditors for the various sub-processes at Head office and state offices.
* Giving solutions to comply with the findings of the auditors to the management so that legitimate expenses are booked and alerted the critical issues on a timely basis and suggested immediate attention and closure of the same.

**MAJOR PROJECT HANDLED**

* Project TSU – HIV, AIDS Funded by National AIDS Control Society - Total Value of the Project is Rs 40 Crore
* Project Axshya- Funded by Global Fund (GFATM) – Total Value of the Project is Rs 22 Crore.
* Project Sanitation – Funded by Bill & Melinda Gates Foundation – Total Value of the Project is Rs 54 Crore.

**WORK EXPERIENCE**

**Dec-2018 – Till Now Plan International Finance & Administration Officer**

Role:

* Responsible for Plan International budgeting under the guidance of the Manager Finance and in collaboration with colleagues from various units. Also for department wise distribution of the budget.
* Liaisoning with Auditors on Internal Financial Control “IFC”, conduct meetings with relevant process owners. Review Risk Control Matrix prepared by internal auditors and suggest changes. Also, work on testing of operating effectiveness of IFC and remediation of gaps identified.
* Liaisoning with Statutory Auditors for audit queries and finalizing the Financial Statements. Responsible for all Tally related issues in coordination with the vendor.
* Responsible for proper and timely month end closing for all offices. Prepare and meticulously review Income schedule on monthly basis.
* Preparation of periodic MIS on budget utilization and variance analysis. Forecasting of income and expenditure on regular intervals and as per need.
* Annual Consolidation of Financial figures according to Plan International guidelines. Meeting any other reporting requirements from various departments/management and other initiatives of global shared services.
* Grant Management including preparation of donor budgets (for proposals), donor reports, and coordinating project audits etc. Generating budget codes for various projects in accordance with donor reporting framework. Supervision and reporting of all India partner monitoring visits including visits for assessing compliance with internal guidelines.
* Track income from various sources including follow up with Plan Affiliates and other donors for instalment disbursal. Preparing quarterly presentations for Finance and Audit committee and Board.
* Review of quarterly, annual financials including annual financial highlights for the annual report. Capacity building of team members and their performance evaluation. To monitor Burn rate of the project on a monthly basis and analyses over/under spends
* Reviewed budget for various sub-activity lines at the time of signing of the proposal. Support to various divisions like Human Resources, Communications etc.
* Provide all the documents/vouchers as required by the auditors, Physical verification process completed for all the assets as per the books.
* Aggregation & documentation from the states in a timely manner for Donor, internal reporting. Support to Admin & Procurement including regular back up, resolving IT issues etc.
* Back checks of all the training participants/vendors on a regular basis for all the bills on a sample basis and ensuring documentation of the same.
* Support in physical verification of assets/goods at location/warehouse and ensuring that the locations are updating their registers in time.
* Vendor management in compliance to Plan International policies and also carry out vendor verification for new vendors. Ensuring compliance on Audit observations and providing support during internal and donor audits.
* Coordinating with vendors for negotiating price, quality, and delivery in conformity with requirements. Prepare and maintain a Fixed Assets Register and conduct physical verification on a regular basis
* Managing office records (Files and Registers) and providing necessary secretarial support. Developing and instituting efficient filing and retrieval systems.
* Arranging and managing the travel and hotel bookings for periodic travel and meetings by the team. Ensuring the execution of cost-effective hotel and travel contracts (Car, Train and Flight Bookings), negotiating the best service and rates.
* Support in meeting arrangements including booking venue, ordering stationary and ensuring food arrangements. Coordinating with program team for facilitating logistics and related requirements.
* Consolidate monitoring reports according to donor requirements and support the head office in preparing the progress reports to be submitted to different donors.
* Coordinate donor & other visitors monitoring visits, external evaluations and support internal & external audit process. Any other tasks assigned from time to time.
* Coordinate daily operational functions, streamlining management systems, and support Senior Manager Finance & Operations. Monitor budgets, support audits, and analyze financial data for administrative and procurement related work. Manage administrative budgets and hiring and training administrative staff. Negotiating contracts and agreements with vendors. Monitor operating expenses.
* Develop and communicate a procurement plan, oversee development and administration of contracts with external suppliers and manage procurement policies, procedures and programs with a focus on their ability to enhance organizational value and efficiency.
* Serve as the primary contact for procurement, training, policy and procedure interpretation, and alignment by all divisions.
* Support in centralized procurement program that adds value and efficiency to the organization.
* Process purchase orders, develop bids and proposals and reconcile discrepancies in invoicing.
* Coordinate daily operational functions, streamlining management systems, and support Director Operations. Monitor budgets, supervise managers, support audits, and analyse financial data for administrative and procurement related work. Manage administrative budgets and hiring and training administrative staff. Negotiating contracts and agreements with vendors. Monitor operating expenses.

**Jan-2018 – Dec 2018 Smart Power India (The Rockefeller Foundation) Accounts Executive**

Role:

* Worked with **SPI** from Aug 2018 to Dec 2018, I have handled the all accounts & administration section of this Projects implemented in Uttar Pradesh & Bihar and also handled the Delhi Head Office Account & Administration work.

**March-2017 – Dec 2017 ADRA International Finance & Administration Associate**

Role:

* Worked with **Adventist Development Relief Agency (ADRA India) as a Finance Associate** from March 2017 to Dec 2017, I have handled the all accounts & administration section of Project Axshya of Bihar, implemented in 10 District of Bihar and also handled the Bihar State office Account & Administration work.

**July-2014 – Dec 2016 Population Services International (PSI) Officer Accounts & Administration**

Role:

* Worked with **Population Services International as an Officer Accounts & Administration** from July 2014 to Dec 2016, I have handled the all accounts & Administration section of Project Axshya of India Implemented in 10 State of India and also handled the Project Axshya Head office Account & Administration work & Project Sanitation Funded by Bill & Melinda Gates Foundation.

**Feb-2013 – July 2014 Right Path Foundation Accounts Officer**

Role:

* Worked with **Right Path Foundation as an Accounts Officer** from Feb 2013 to July 2014, I have handled the all accounts & Administration section of Gautam Group of Institution, and also handled the Head office Account & Administration work.

**Jan’2012-Jan’2013 L. N Sells Pvt Ltd Financial Accountant**

Role:

* Worked with **L.N Sells Pvt Ltd, Patna (CNF of Anmol Biscuits Ltd) as a Financial Accountant** from 2nd Jan 2012 to 31st Jan 2013, I have handled the all accounts of Hajipur Factory Unit and I have also handled the accounts of Bihar head Office.

**EDUCATION**

2020 MBA Finance from Jaipur National University, Jaipur

2013 B.COM (H) from Magadh University

2010 12th (I.COM) from Bihar School Examination Board

2008 10th from Central Board of Secondary Education

**CERTIFICATIONS**

* Departmental Budgeting from PSI University in 2015.
* Finance Management (Internal Controls) from PSI University in 2015.
* Finance Management (Planning) from PSI University in 2015.
* Finance Management (Reporting) from PSI University in 2015.
* Constructing and Managing Budget from PSI University in 2015.
* Data Management from PSI University in 2015.
* Diploma in Financial Accounting (Tally) from Keeps Computer, Patna.
* Diploma in Computer Application (DCA) From Keeps Computer, Patna.

**KEY SKILLS**

Financial Management, Administration, Budgeting, Variance Analysis, Forecasting, Auditing, Internal Audit, Accounting, Bank Reconciliation, TDS, Branch Accounting, Financial Planning, Financial Reporting, Cost Accounting.

**ITS SKILLS**

1. Well versed MS Office 2016, Windows, and Working knowledge in LAN atmosphere. Lawson, Tally 9.0 & 7.2 Erp9. Working over internet independently.
2. Work in any accounting software Like Lawson, ERP, and Tally.
3. Formatting of window’s and installing of window’s
4. Configuring Outlook in System.
5. Install and configure computer systems including printers or other accessories, diagnose hardware/software faults and able to solve technical problems (hardware/software errors), either over the phone, or through remote connection or face-to-face.
6. Monitoring and maintenance of computer systems and networks.
7. Routine monthly check up for each machine.
8. Responsible for ensuring smooth functioning of Video conferencing/telecom set up.
9. Able to perform monthly backup of data from all users on the server through offline or remote connection.
10. Have good knowledge about internet/telecom devices (routers, switches, DSL Modem, WAP, etc.) to ensure smooth internet connectivity around the office.
11. To monitor and maintain security of all IT assets and items.
12. Routine maintenance of Server/Firewall
13. Help users in AD, 0365, share point, skype for business and one drive.
14. Provide recommendation for new technology and information support
15. Keep records of all the IT assets and do physical verification of all the assets from time to time.

**ACHIEVEMENTS**

* Awarded as a Best Employee 2016-2017 for Accounts and Administration (Pearl Award) in Population Services International
* Awarded as a Best Accounts and Admin Associate 2013-2015 for Phase-II (Project Axshya, Global Fund) in Population Services International
* Awarded as a Jewel Award for Best Accounts and Admin Team 2013-2015 in Population Services International
* Awarded as a Best Employee 2014-2015 for Accounts and Administration (Pearl Award) in Population Services International.

**PERSONAL DETAILS**

* Date of Birth : 02nd July 1992
* Fathers Name : Upendra Nath Maharathi.
* Mothers Name : Sheela Devi.
* Passport No : N2831454
* Religion : Hindu.
* Marital Status : Married.
* Permanent Address : Sai Garden Apartment, Near DVC Chock, Opposite Mangal Apartment, Jakkanpur, Patna-1.
* LinkedIn Profile : **krmrmanish@gmail.com**
* LinkedIn URL : [**https://www.linkedin.com/in/manish-kumar-56a340103/**](https://www.linkedin.com/in/manish-kumar-56a340103/)

**PROFESSIONAL REFRENCES**

1. Dr. Arun Kumar - World Health Organization (WHO) - Medical Officer - RRT - 7781001110 - **drarun\_kr@hotmail.com**, **arun.kr777@gmail.com**
2. Deepak Tiwari - Plan International (India Chapter) – Manager Advocacy & Partnership – 9974678564 – **deepak.tiwari@planindia.org**
3. Sagar Gupta - Smart Power India Powered By The ROCKEFELLER FOUNDATION - Finance Manager – 9911000181 - **sgupta@smartpowerindia.org**

 **Manish Kumar**