Curriculum vitae

Manoj Kumar H. No 124, Gali No 8

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Objective:

my experience and knowledge can be utilized for achieving operational excellence & fast growth within the organization, both vertically & laterally, and helps in preparing myself for higher Responsibilities

Education:

* 10Th Passed from U.P Board( science )
* 12th Passed from U.P Board (science)
* B.Com Passed from H.N.B University Shirinagar U.K

Brief Synopsis:

* Good working knowledge in Excel, Word, Power point, Internet, & possessing

Good typing skills

Current Job Profile:

**Presently I have (LIONEL INDIA travel management) Account executive 1st Aug to till date**

* Send the GST invoices to client, and follow the outstanding. Maintaining day to transaction in WinYatra software
* Making Invoice and Credit note in Winyatra,
* Prepare submission every Weekly, fortnight and monthly.
* Invoice with GST invoices and supporting document attached

**SOTC Travel Services Pvt. Ltd. Billing Executive May 2012 to Jul 2018)**

* Maintaining day to day transactions in accounting system
* Reconciliation of Sundry Creditor/Debtors.
* Other MIS as and when required by the management
* Monitoring and tracking of outstanding on weekly/fortnightly/Monthly basis.
* Majorly handling Max Group corporate travel desk and additionally handle
* Max group submission SAKET CITY HOSPITAL, MAX HEALTHCARE INSTITUTE LIMITED, MAX SUPER SPECIALTY HOSPITAL, MAX SUPER SPECIALTY HOSPITAL SAKET, MAX SUPER SPECIALTY HOSPITAL PANCHSHEEL, MAX SUPER SPECIALTY HOSPITAL, MAX SUPER SPECIALTY HOSPITAL SHALIMAR BAGH, MAX SUPER SPECIALTY HOSPITAL VAISHALI, MAX SUPER SPECIALTY HOSPITA, MAX LIFE INSURANCE. ETC.
* Attending client queries.
* Checking and process of Invoices and Credit note,
* Invoices and Credit note Updation in EP3 & Oracle system
* Rectification of wrong Invoices and Credit note with vendor
* Maintaining Daily MIS Non PO claim, Invoicing, Materialize Invoicing on Oracle ( Daksh tool) Max date base on daily basis. And check the transaction fee daily basis,
* Prepare MIS every Weekly, fortnight and monthly.
* Collection & follow up outstanding payment Submission of statement
* Responsible to maintain guest ledgers and all billing settlements and guest related cash transactions

Experience:

* Two year computer operating **All India Medical Institute ( 2004 to 2005)**
* Mack the voucher on daily basis send to billing section team
* **One year computer operating ICICI Bank Personal Loan Department**. (2007 to 2009)
* Check the Customer profile, address proof, bank accounts, with identity proof, file checking than sand file Ops department,
* Credit appraisal memo (cam) and risk control, I view process, Prepare MIS send to our manager,
* **One Year Max Life Insurance Company Executive from Gurgaon HO( 2009 to 2011)**
* Customer Request Mail sending & Medical request, Customer Quarry request Responsible, customer policy details , identity Proof and all document checking and same the process in Ingenium My Flow and Omni Flow process etc

Role & Responsibilities:

* Data Operator and Qc Handling
* Customer Request handling

Strengths:

* Burning desire for break through Improvements by Hard work & Responsibility
* Good team worker but poor level of Tolerance towards inefficiency.
* Possess good Communication skill & using them in Effective Manner for Organization Growth
* Work well in a Structured Environment where I receive clear Directions from my Superiors. Am competent to handle Assignment that Challenges me and provide me an Opportunity to my mettle working in time Crush Situations

Name - Manoj Kumar

Sex - Male

Nationality - Indian

Marital status - Marred

Father’s Name - Shri Bharat Singh

Language - Hindi, English,

DOB - 13-Jul-1980