

# Mannu Singh

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## Summary

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I am an Operations Team Leader and professional accountant with extensive knowledge with 8 years of experience, understand how to motivate, plan, track and monitor the achievement of operational goals & possesses seasoned abilities with identification of operational issues and the methods to address them.

## Skills

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Process	Competencies	Computer
	Team Building	MS office
Accounts Receivables	Customer Service	SAP
Bank & GL Reconciliations	Interpersonal Skills	Tally
Corporate Accounting	Communication	
	Flexible	
	Problem Solving	

## Work Experience (7 Years)

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### TEAM LEAD – Genpact India Pvt Limited

#### Year- 2016 to Present

#### RESPONSIBILITIES

- Facilitating cooperation and motivating team members to accomplish team goals
- Anticipating and meeting the needs for stakeholders, delivering high-quality services to client
- Determining objectives, setting priorities, and delegating work. Compiling with established control and rules
- Conducting Performance Appraisals (Semi Annually), career mapping of the team members
- Managing and resolving conflicts and disagreements in a constructive manner
- Developing the ability of others to perform by providing feedback
- Arranging weekly team meetings, attending governance calls and MEC client calls
- Involved in the hiring of new staffs
- Conducting the training sessions for new employees and junior
- Developed and implemented plans to prevent areas of inefficiency

## **PROCESS RESPONSIBILITIES**

- Prepares monthly, Quarterly statements by collecting data
- Posting Journal in SAP
- Preparation of SOP as per process requirement
- Conveyor of Cash Apps Performance Review Meetings
- Controlling country wise entities posting and Reconciliation
- Reviewing and posting MEC journals (Month-end accruals, payment allocations, Bad Debts entries)
- Reviewing unapplied payment report and suspense account
- Preparation of different KPIs, SLA tracker and Audit tracker

## **Finance and Accounts Executive- Aegis Outsourced Consultant Pvt. Ltd**

### **Year- 2014 to 2016**

## **PROCESS RESPONSIBILITIES**

- Prepares monthly statements by collecting data
- Analyzing and investigating variances
- Summarizing data, information, and trends
- Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data
- Provides financial advice by studying operational issues
- Applying financial principles and practices; developing recommendations
- Prepares different accounts like Profit & loss, Balance sheet and daily cash book

## **Achievements**

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- Gold Award Winner for best performance in work
- 3 times Silver Award Winner for best performance in work
- Successfully handling eight European regions in Cash App dept

## **Education**

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- Company Secretary from Institute of Company Secretaries of India (ICSI), New Delhi in Nov 2014
- B.Com. (Hons) from Delhi University in 2013
- Completed Financial Modelling from IMS Pro School in 2020