

CURRICULUM VITAE

Manjunath Nanjundappa
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Objective

Looking forward to work in an Organization in a Challenging Environment that can put my knowledge to Optimal use and direct my skills and Competence for Organizational Development. To achieve long Term Position in Fast growing Global workspace Contributing to the Success and Growth of an Organization with the best use of my Creativity and Skills.

Educational Qualification

- ❖ **BBM, Bachelor of Business Management 2010**
University of Mysore, Mysore Dist, Karnataka, India
- ❖ **Pre-University College (2nd yr PUC) 2007**
Mahajana PU College, Mysore Dist, Karnataka, India

Experience Details

Professional Experience:- 10 Years

WORK EXPERIENCE-1

Name of the Employer: Adax Security Systems
Location: Al Sadd, Doha-Qatar
Designation: Operations & Finance controller
Duration: 15-01-2017 to 26-8-2020

JOB RESPONSIBILITIES:

- Manages the growth and success of the team
- Coordinates activities that affect operational decisions and business requirements
- Responsible for the production, procurement, and planning of daily operations
- Communicates with all relevant employees to ensure delivery times are met
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis
- Manages the stock control, and checks that inventory records are accurate
- Creates a detailed schedule based on strict deadlines
- Communicates any changes in the order or delivery date to relevant parties
- Monitors works standards
- Makes sure the working environment maintains access to quality equipment

- Purchases materials and services required for project
- Follows up on interruptions to the order
- Organizes, plans, and implements inventory activity
- Confirms that health and safety regulations are followed
- Provides guidance to employees
- Developing financial strategy and opportunity forecasting
- financial reporting and analysis
- Regular budget consolidation
- Cash flow management
- Improving efficiencies and reducing costs across the business
- Debt management and collection
- Developing financial reviews and providing investment advice
- Payroll processing
- Working closely with management or executive teams to share reports and analysis findings

WORK EXPERIENCE-2

Name of the Employer: Adax Security Systems

Location: Al Sadd, Doha-Qatar

Designation: Accounts & Admin. Officer

Duration: 21-01-2012 to 14-01-2017

JOB RESPONSIBILITIES:

- Responsible for Raising Sales Invoices as per the Consultancy Contract.
- Collection of Revenues and follow up with Clients for the swift payment
- Handling the Vendor Payments
- Processing the Reimbursement of Travelling Expenses
- Processing the Petty Cash Expenses.
- Processing the Administration expenses.
- Responsible for the Utilities and Rent Payments.
- Handling Cash and Bank transaction on day today activity.
- Handling letter of credit & Guarantees
- Preparation of Bank Reconciliation and reporting to Supervisor.
- Preparation of Cheques and sending to Director for Signature.
- Monthly closing and preparation of monthly financial statements.
- Payroll administration.
- Assist in preparing budgets and forecasts.
- Assist with preparation & coordination of the audit process.
- Responding to customer inquiries and complaints through telephone and mails.
- Organizing the office layout and maintaining supplies of stationery & equipment.

WORK EXPERIENCE-3

Name of the Employer: RLEEF / Sansucrete Technologies

Location: Mysore Dist., Karnataka, India.

Designation: Asst. Accountant & Supervisor.

Duration: 01-09-2010 to 31-12-2011

JOB RESPONSIBILITIES:

- Reporting directly to the Management.
- Weekly reports to the management about the Payables, receivables and received.
- Maintain the books of accounts.
- Follow up and prepare the customers and supplier payments.
- Coordinate administrative, logistics and operational work, as well as liaise with Clients' project personnel to prepare, execute and fulfill project deliverables and schedules.
- Responsible for tools/PPE issued.
- Responsible for the workers welfare and worker-related administrative matters.
- Undertake additional tasks and responsibilities as and when required or instructed.

Technical skills:

- MS Office & Accounting software (Tally & Peachtree)

Personal Profile

Father's Name : Nanjundappa.N
Nationality : Indian
Language : Kannada, English and Hindi
Date of Birth : 28-01-1988
Passport Details No. : J7967045
Issue Date & Place: 20-07-2010, Bangalore.
Expiry Date: 19-07-2021
Driving license : **India (LMV - Valid Till 23-05-2026)**
Qatar (LMV/CAR – Valid till 03-05-2024)

Declaration

I hereby declared that the above details are true to the best of my knowledge and belief.

[Manjunath Nanjundappa]