

MANJUNATH KADAPALA

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Sir / Mam,

Dec 2020

SUB: Candidature for a suitable position

I am pleased to put forth my candidature for a suitable position in your esteemed organization/firm. I have completed “Masters of Commerce” (Accounts and Tax). Currently part of “Ahmed Mohammed Jassim Constructions” as a Cost Accountant. I am keen on working in the areas of core Accountancy, Costing, Audit, Tax, Finance and other commerce related fields. I also have around 7 years of organizational experience in various commerce domains along with 6 months articles. Please find my attached CV for your kind perusal. Your kind consideration is requested.

Manjunath Kadapala

» **Objective**

- To explore & excel in an ample opportunity provided by the company.
- To secure a challenging position in a reputable organization to expand my learning's, knowledge and skills.
- To contribute in the core Account, Cost, Audit, Tax, Finance and other commerce related fields that would attribute towards achieving company objectives as well as career objectives

» **Professional experience in brief**

1. AMJ Constructions – Bahrain 4Years (Dec 2016 - Present)

- AMJ is one of the most reputed and successful business groups in the Bahrain Kingdom.
- Provides services such as construction and development residential apartments, villas, shopping malls and commercial offices.

Role: Cost Accountant - Finance & Accounts

- Preparation of new Job orders, Invoicing, Journal entry, Accounts receivables, Payables, Client & Management level reporting's.
- Preparation of cost report independently for running jobs on monthly basis and finished jobs within a week.
- Verifying the quantities of raw materials from Bill of Quantity and the actual site consumption.
- Interaction with the suppliers and sub-contractors to obtain necessary details.

- Verification of posting accuracy of each & every delivery note, all sub-contractor invoices and any other related invoices which are already posted in the system.
- Closing job orders after necessary approvals from management.
- Preparation, validation and submission of monthly **VAT** returns.
- Handle VAT reporting (payables and receivables). Prepare and manage all documents in line with **NBR** regulations.
- Take-aways and Skill Enhancement: 'Diamond & MCA' ERP tools to execute defined work, Improvement in Excel knowledge, Cost management, receivables and payables management and improvement in communication skills.

➤ Gained valuable experience specifically in preparing Cost Reports, Receivables & Payables models.

➤ Exposure in attending lot of business oriented and class room educational sessions which was part of annual development.

2. Gallagher Service Center Bengaluru – 2Year 4Months (July 2014 – October 2016)

- An US based Business Process Management Services Company.
- A Center of Excellence in serving the leverage models, viz., Insurance, Healthcare, HR and Accounting domains.

Role: Process Analyst P1 – Marketing Prep & Schedule Updates

- Key member of the team which was exclusive designer of the leverage models and hence auditing the developed models
- Quote Submission & Creating new quotes in database.
- Receive renewal list on monthly basis, Renew Policy, Invoice the Premium.
- Handling a team of 4 to 5 members and reviewing their works on daily basis.
- Generating process production reports.
- Take-aways and Skill Enhancement: EPIC tool to execute defined work, Assessment of Client Credibility, in-and-out working of Commercial-Insurance domain, One-on-one client discussion, overview of CRM.

➤ Awarded "Best Employee of the Year 2015".

➤ Awarded as a best performer for Quality and Production with 'Spotlights', 'Alpine climber' & 'Star performer'.

➤ Awarded with "Extra miler" for consistence performance.

➤ Active participant in companies CSR and organized team building activities.

➤ Prominent employee for on-job training in the team.

3. Murali Mohan and Co. (Chartered Accountants) – 6 Months (Oct 2013 – Apr 2014)

Role: Audit Assistant

- Performed Accounting and Auditing Functions.
- Ledger Audit, Auditing of cash books, daybooks, etc.; both in manual and computerized system.
- Preparation of P&L, Cash flow statements and Balance Sheet.
- Prepared Income Tax returns in accordance with Indian Taxation Rules and norms.
- Stock Audit, Depreciation accounting, Industry related stock life cycle.

4. Intool Technologies India Pvt Ltd. – 1 Year (Aug 2012 – Sep 2013)

Role: Account Analyst

- Post and Process journal entries to ensure all business transactions are recorded.
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings

» Academic Credentials

Qualification	University	College	Specialization	Percentage	Year of Passing
M.Com	Kuvempu University	Kuvempu University DE	Finance	57%	2020
B.Com	Mangalore University	Canara First Grade College	Accounts & Tax	63%	2012
10+2	PU Board	Alva's PU College	Commerce	84%	2009
10th	CBSE	DMS Mysore	-	54%	2007

» Skill / Knowledge

Certifications / Training	Institute	Remarks
CMA Inter Group II	ICMAI	Completed
CMA Information Technology Training	ICMAI	100 Hours Program
TALLY ERP.9	Tally Academy	2 Months Course

» Participations & Personal Achievements

- Represented 'Karnataka' in 1500mts Race.
- Represented Mangalore University in Football Match.
- Represented School in 800mts, 1500mts & 3000mts in Interschool Athletic Meet.
- Participated 6 times in Half Marathon (21.1 Km).
- Represented Collage in Quiz Competition organized by Deccan Herald.
- Finalist in "Mr & Miss Royal Mysuru - 2016" organized by EventBookiz.
- Top 5 finalists in "Beedi Nataka" (Street Play), organized by adhyayana Samooha.
- Participated as a Volunteer for the college fest "CANFEST".
- Participated NCC & NSS Activities.

» Personal Details

- **Father Name:** Raghav Gowda
- **Mother Name:** Savithri R Gowda
- **Permanent Address:** #904, 17th Main, 25th Cross, 'D' Block, JP Nagar, Mysuru-570008
- **Date of Birth:** 9th December 1991
- **Languages Familiar With:** English, Kannada, Hindi, Tulu and Telugu
- **Marital Status:** Single
- **Passport No:** N2135270

I hereby declare that the above mentioned information is true to the best of my knowledge.

NOTE: References available upon request