

Manasa R K

Bidadi, India | 19th September 1998 | kgowdamanasa76@gmail.com | + 917022774033

WORK EXPERIENCE

An experienced professional with overall Four years of work experience, including three years in Costing Data processing & MIS Reporting and One year in customer executive. I am committed to contributing effectively to team success & achieving corporate objectives through my experience & continuous professional development

Team Member – Costing **Nov 2021 to Ongoing**

Navis Human Resources Private Limited, Bengaluru, - India

- Maintained toll cost tracking systems that enhanced operational efficiency, improving the accuracy of cost forecasting and financial reporting.
- Managed and oversaw monthly and quarterly fuel rate revisions, ensuring accurate and timely updates to reflect market conditions and operational cost fluctuations.
- Analyzed market trends, fuel price indices, and supplier rates to determine the most effective adjustments for fuel pricing strategies.
- Managed the reconciliation, correction, and timely update of cash and bank statements to ensure accuracy in financial reporting and compliance with accounting standards.
- Managed the review and reconciliation of Fastag toll transactions and RTO challans, ensuring accurate documentation and timely resolution of discrepancies.
- Maintained and updated expense bills in the ERP system, ensuring timely and accurate recording of financial data.

Customer Executive **Dec 2020 to Sep 2021**

Kempu Agro Private Limited Bengaluru, - India

- Regularly communicating with clients through phone calls, emails to understand their needs and concerns
- Ensuring that the company's products or services are delivered to clients as expected, on time, and to satisfaction.

- Collecting feedback from clients to improve services and products.
- Provided customer support and resolved inquiries related to mushroom products.

EDUCATION

- **Master of Business administration [MBA]** Jan 2024 – Jan 2026
Finance & Management. Indira Gandhi Open University, Delhi.
- **Bachelor of Commerce [B. Com]** June 2017 –Nov-2020
Finance & Accounts. Jnana Vikas Institute management Studies of commerce

SKILLS

MS Office 365 tools | Advance MS Excel |Team Management Skill | Time Management | Problem Solving |Tally ERP | AI tools Chat GPT | Knowledge Sharing | Email Etiquette | Google sheets | Very quick learner

Language

- Kannada : Native Proficiency.
- English : Professional Proficiency.
- Hindi : Limited working Proficiency.

Activities and Hobby's

Travelling | Cooking | Listening Music |Photography|

Certifications

Tally in computer financial accounting (2018)