

# MIDHUN MONCY

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## AREA OF KNOWLEDGE

- SAP
- MS Office
- Finance & Tax
- Invoice Billing
- E – Invoicing
- Sale order creation
- Customer claims
- Petty Cash
- Linux

## KEY SKILLS

- Professional skepticism
- Analytical ability
- Interpersonal skills
- Management
- Inclusion and diversity

## LANGUAGES

- ✓ English
- ✓ Malayalam
- ✓ Hindi

## INTERNSHIP EXPERIENCE

- Cochin Shipyard limited (CSL)- 1 Month
- Bharat Petroleum Kochi Refinery( BPCL)- 1month

**REFERENCE:** - Mr. Ravi Kumar, Depot  
Manager, MRF LTD, Hyderabad Mob: -  
9000115625

## OBJECTIVE

A vibrant and adaptive individual with demonstrated experience in finance, data analytics,marketing as well as selling. A true personnel who loves to work enthusaism and commitment with almost 3 years experience. I love to work in a diverse and challenging environment where I can excel both in terms of professional career as well as personal milestones.

## PROFESSIONAL EXPERIENCE

### MRF LIMITED, Hyderabad

#### ▪ Operational Assistant

January,2021- June, 2023 (2 years 6 months)

- Accounts Payable: involves processing invoices, recording payments, reconciling account and managing customer relationships.
- Accounts Receivable: assisting financial team for company's account receivable processes involves invoicing and follow up with them.
- Financial Reporting: preparation of various Financial report and analysis of financial data that help for audit.
- Data entry and processing.
- Compliance Monitoring: ensuring company is complying with relevent financial regulations.
- Support budgeting and forecasting processes
- Administrative support & Coordination
- Process improvement: identify area of improvement and increase efficiency and reduce cost
- Customer service: respond to customer inquiries and resolve issues prompt to ensures customer satisfaction and maintain positive relationships.

### Pushpagiri Medical College Hospital, Tiruvalla

#### ▪ Finance Trainee

July,2020- December,2020 (6 months)

- Assisting financial plaining and Forecasting
- Processing payment and invoices on routine
- Supporting financial reporting
- Collaborating with other departments

## EDUCATION

- Master of Business Administration (MBA) – Finance & Marketing 2018-2020- Marian College, Kuttikanam { Mg university}
- Bachelor of Commerce (Bcom)- Finance 2015-2018- Mahatma Gandhi University