



# Manasa Mohan

Marketing &  
Finance  
Professional

## Contact

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## Skills

- Interpersonal skills
- SAP One Client
- ERP
- MSOffice
- ZohoCRM

To get on board with a company that provides a positive learning environment, encourages and channels my skills and talent to contribute to the company's overall success.

## Work History

2021-08-  
2023-01

### ACCOUNTS ASSISTANT (RECEIVABLES)

*Aries Group of Companies*

- Optimizing financial transaction for reconciliation of payments of over 500 client accounts
- Communications for payment follow up with client as per ERP/SAP via telephone and mails
- SOA verification of Clients and updating
- Client query/clarification/objection handling
- Cash and Cheque management including recording bank deposits
- Maintaining receivable accounting records for to-date due collection, credit, uncollected payment, delayed payment and miscellaneous payment
- Headed, trained and have managed Indian office team for individual and group activities.
- Efficiently managed vendor relationships by addressing inquiries and resolving issues promptly
- Enhanced financial accuracy by reconciling accounts, verifying transaction details and resolving discrepancies
- Supported the accounting team with month-end closing procedures, ensuring timely completion and accurate reporting

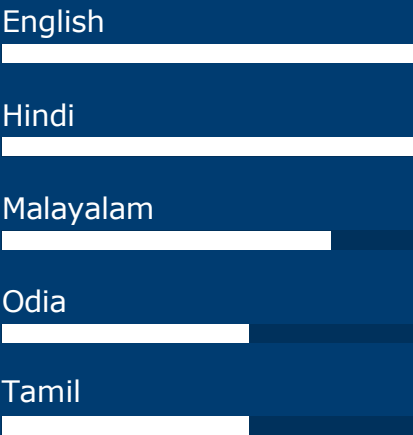
2018-09-  
2019-10

### MARKETING CONSULTANT

*Sri Venkateshwara Enterprises*

- Worked with over 50 small scale companies.
- Conducted market survey and analyzed consumer behavior to study market opportunities.
- Worked with CRM to create reports on sales metrics.
- Handling and coordination design and content vendors.
- Organized promotional events and managed office Administration.
- Vendor and Client Management.

Languages



Personal Details

**Date of Birth:**14.06.1994

**Nationality:** Indian

**Marital Status:** Single

**Visa Status:** Visit

**Passport:**S4832908

2018-04-  
2018-06

INSIDE SALES MANAGER

*Intellipaat Pvt Ltd*

- Managed over 200 calls per Day.
- Associated in team-focused environment providing software solutions to diverse population.
- Handling Cold Calls and crested sales prospect
- Worked with CRM Software to generate, manage and convert potential leads
- Produced revenue reports on daily basis.
- Developed strong relationships with clients through consistent communication and exceptional customer service.
- Negotiated favorable contract terms with clients while maintaining focus on profitability for the company's bottom line.

Education

2016-09-  
2018-09

MASTER'S DEGREE: M.B.A. (HR & MARKETING)

*Garden City College of Science and Management Studies - Bangalore, India.*

2013-09-  
2016-05

BACHELOR'S DEGREE: B.B.A.

*Gangadhar Meher Autonomus College Sambalpur, India.*

Accomplishments

- Grand Parade Honor for Best Outgoing Student.
- Cream of GCC for Best MC.

Projects

- A study on awareness of GST among online buyers in T.C.Palya, Bangalore (2017).
- An exploratory research on factors vying in the e-learning Industry with special consideration to Software Solutions Domain (2018).
- Organized and headed Division round-off video for inter-division competitions (2022).

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## Value Added Programs

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- Shiv Khera's 4 days programme on Blueprint for Success, Leadership and Management.
- Shiv Khera's 2 days programme on Gain and Retain Customers.
- Google Crowdsourcing Program

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## References

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## Disclaimer

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I hereby declare the details and information above are complete and true to the best of my knowledge and abilities.

Manasa Mohan