

MANOJ KUMAR TODWAL

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B-95, Talwandi, Oppo. Radha Krishn
a Temple Kota, Rajasthan

SKILLS

Finance

Costing

Accounting

Internal and management audit

Tally-5.4,6.3,7.2,9.3

SAP

ERP

Visual Fox Pro

MS Excel

MS Word

Communication skills

Critical Thinking skills

Decision making skills



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



EXPERIENCE

Ambuja Cements Ltd

13 September 2011 - Till date

Asst. Manager (Accounts)

Due to my team management skills, I was selected as asst. manager of accounts department.

My responsibilities pertained to Plant performance report, GRIR Review and controlling, Bank Reconciliation, General Ledger checking, Vendor Ledger, LD and retention charges, Bill passing and clearing.

ICS Owner to three ICS templates.

Provogue Limited

1 April 2010 - 30 April 2011

Head of department South African region (Accounts)

Beacause of my strong interpersonal skills I was choosen as head of accounts department

My responsibilities pertained to entire working of import, sales and accounting of African region as well as inventory control and completion of import facalities

With my communication skills I also co-ordinated with Head Office at Mumbai

Ruchi Soya Industries Limited

3 April 2009 - 24 March 2010

Depot Incharge

My responsibilites were day to day accounting like loading and unloading, billing, dispatches, sales tax matter, legal matter of Patna Depot

I also co-ordinated with buyers as well as head office and regional office.

Ruchi Soya Industries Limited

22 Oct 2007 - 1 March 2009

Asst. Manager (Accounts)

My key responsibilities were day to day accounting of entire plant at Guwahati as well as Inventory control and finalisation

I also managed Excise duty, Sales Tax, VAT, Service Tax, Income Tax, etc

Maheshwari Ispat Limited

7 June 2006 - 21 October 2007

Asst. Manger (Accounts)

My responsibilities were day to day accounting of entire department

I also incorporated MIS in various departments

Kesoram Industries Limited

23 August 1994 - 4 March 2005

Senior Asst. (Accounts)

My responsibilities were entire functioning of commercial department at factory level as well as all computerisation of accounts

Indian Rayon and Industries

27 February 1991 - 13 July 1994

Asst. (Sales)

Handled entire Debtors accounting and maintaining records

**EDUCATION**

Ajmer university

1987

Bcom