Manoj Kumar Simanchal Panigrahi 

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**Summary**

Seasoned executive Professional with over 14 years of work experience with Banks, NBFC's & Education Industry in India with positions of increasing responsibilities. Significant experience in Corporate Banking, Project Management, Compliance Due Diligence, Auditing, Operations.

**Skills**

Leadership Team Work Business acumen Critical thinking Influencing

Risk Analysis SFDC SAP Adaptability ZOHO

Compliance Communication Decisiveness Conflict Management Tally

Empathy Flexibility Influencing Integrity Credit Analysis

**Core competencies**

Strategic sourcing Book Debt Audit KRA KYC Compliance

Project management Stock Audit Credit Analysis Sales Support

Strategic planning Strategic partnerships Vendor management Auto Loan Processing

MIS reporting Corporate KYC Business Strategy Current Assets Audit

NSDC Projects CSR Projects Dealing with Govt Performance Audit

**Achievements**

* Handled skilling projects worth **1 million USD@IIIM**.
* Established 75 Advance Hair stylist skilled Training institutes under MSSDS across Maharashtra on record time.
* Cost cutting of Lacs of Rupees per Month by Surprise Storage Audit and Restore of Cartons @ ISec.
* **Cost cutting of Rs 4,00,000** with tactical procurement & Strategic Partnership @IIIM Ltd.
* **Awarded Rookie of the Year project & Special Achievement in ops for consecutive years 2015-16 &2016-17.**

* NB Shah & Associates (Chartered Accountant Firm) Oct 2018 — till Date

Auditor – Audit for **Standard Chartered Bank** Corporate Finance & Supply Chain Finance through Anchors –PAN india dealers of Johnson & Johnson, Polycab, Schneider, JSW, POSCO, Tata Motors , Yamaha, Essar & Ispat, Tata steel etc.

**Performance Audit** for Tata Motors – PAN India CV & PV Dealers.

Concurrent Audit, Stock Audit. Communicate with Banks & TML, Handling Invoicing & Payments to associates.

Communicate with Bank Clients for Schedule Audit and complete Audit documentation and query.

Coordinate with Bank PMs & RMs for concern issues.

* Proficient In – Preparation of Audit Reports, Stock Audit, Debt Audit, Current Assets and Performance Audit, Operation Analysis, Calculation of Drawing Power Concurrent Audit.
* Visit Clients Warehouse and other places for live stock Physical Verification, Visit Client office for Book Debt Audit, Stock Insurance and other Performance Audit, Current Assets.
* Indus Integrated Information Management Ltd (NSDC Partner) Nov 2015 — Sept 2018

Project Manager – Ops & Compliance (Maharashtra, Gujarat, MP)

* Proficient in NSDC,MSSDS, CSR skilling Livelihood projects, MIS reporting, Project planning, Strategic Alliances, Purchase, Recruitments as per projects , Mobilization, Placements, Compliance, P&L Account and Revenue.
* Handling NSQF Schools Projects, NULM, PMKVY, PMKVUY, Reliance CSR, Central Rly (Soft skill).
* Tata Class Edge Ltd ( A division of Tata Industries) Aug 2014 — Nov 2015

Associate Sales Support Operations (Payroll of Harzai Computers Pvt Ltd)

* Proficient in Business Proposals to schools, Payment Annexure, Agreements, MIS, Handling complaints & Escalations from school, coordinate with Delivery Team, Vendor Management, SAP Data Entry Coordinate with Finance & Legal Team.
* Handling SPOC all sales support and Marketing Activities including Education Fairs, School Principals Meets etc.
* Hazel Mercantile Ltd (A Group VERITAS Company) Jan 2014 — July 2014

Business Analyst - Compliance

* Proficient in various National and International Tenders for bulk Chemical, Petrochemical, Rubber, Polymer, Plastic etc, MIS for Indian and Overseas Branches Purchase, Sales, Stock, Client KYC, Audit.
* Handling Clients KYC, Tenders Registration, Registration with Suppliers, MIS, Stock Audit, and Procurement and Supply Reconciliation.
* ICICI Securities Ltd Dec 2011 — Jan 2014

Operations Executive - Process Excellence (Centralized Ops PAN India)

* Proficient in MIS, KYC, KRA KYC, Pre sales and Post sales Activity, scanning & Storage, Compliance, Data Mining and Data Analysis, Data Management, Team Management, FCRM, Vendor Management, Audit.
* Handling Daily Assigned pre sales and post sales Activity with the help of a Team, Data Analysis and Data Mining, Daily MIS, Scanning of AOF, and physical storage of AOF, Letters to Clients, Customer Service, Process development, Handling RPCs, HUBs, Customer service through FCRM.
* Parag Parikh Financial Advisory Services Ltd Oct 2010 — Dec 2011

Executive Sales Support – WMG

* Proficient in Client KYC Meetings, CVL KYC, All kind of Account Opening Procedure, MIS, Compliance, Clients queries.
* Handling Pre sales and Post sales Activity, Account opening, MIS, Client services, Zoho system – data entry

* NB Shah & Associates ( Chartered Accountants Firm) June 2009 — Sept 2010

Client – Standard Chartered Bank – Supply Chain Finance Dept Corporate Finance

* Proficient in Customer Due Diligence as per RBI, Corporate KYC, Concurrent Audit, MIS.
* Handling Daily MIS, KYC Due Diligence, Client coordination for Pending docs.
* Manubhai & Company (Chartered Accountants Firm) March 2006 — March 2008

Client – Tata Motor Finance Ltd. (Executive – Ops Compliance)

* Proficient in SAP system, MIS, Loan Processing, KYC, and Dealers Coordination’s, Stamp Papers Distribution, Team Work.
* Daily File Processing, MIS, KYC, SAP data entry, Documents Verifications, Team Handling.

**Education**

* Post Graduation M.Com – Mumbai University Accounts & Taxes - 2016
* Bachelor of Commerce – Mumbai University – 2005

**Personal Details**

* Permanent Address – Plot No – 25/R/4 Baiganwadi shivaji Nagar 2 Road No 12 Govandi West Mumbai – 43.
* Correspondence Address – B-20 1st Floor Sadbhavana Housing Society Deonar Municipal Colony Govandi West Mumbai -43.
* Date of Birth – 25th July 1983
* Passport Valid till June 2021.
* Four Wheeler Driving License Valid Till 2032.

**Extra-Curricular**

* ‘B’ Certified National Cadet Corps under 4TH MH Sig Co in Military Division of India.
* Participated in Social and Communal Events for Motivate students and Career Guidance and Social Work.
* Conduct Pvt Tuition for F.Y.J.C to M.Com students.