

MANJU DARSHAN K.S

darshangurupreeth@gmail.com

+91 9148507424

Tumkur, Karnataka

Summary

Seasoned Senior Accounts Payable Executive with 10 years of experience managing full-cycle accounts payable operations, improving workflow efficiency, and mentoring teams. Proven track record in streamlining processes, reducing payment errors, and ensuring timely financial reporting. Looking to leverage my expertise in AP management, vendor relations, and process automation to drive operational efficiency and support financial accuracy in a growing organization. SAP and ERP systems will streamline invoicing, payments, and month-end closing activities.

Experience

Senior Executive Officer

Magcore Lamination Private Limited • Bangalore, Karnataka

03/2025 - Present

- Organised employee training programmes aimed at enhancing skill sets and increasing overall productivity levels.
- Developed performance metrics to assess progress towards organisational goals and objectives.
- Enhanced team productivity by streamlining processes and implementing SAP B1 time-saving strategies.
- Assessed organisational structure periodically for potential improvements, leading to increased operational efficiency.
- Reviewed, verified, and processed vendor invoices in compliance with company policies and accounting standards.
- Managed invoice tracking and reconciliation to ensure timely, accurate payments.
- Coordinated with procurement, finance, and other departments to resolve discrepancies and ensure proper approvals.

Senior Executive Officer

Somerset Therapeutics Private Limited • Bangalore, Karnataka

10/2020 - 03/2025

- Managed complete AP cycle in SAP, encompassing invoice posting, 3-way matching, and GR/IR reconciliation.
- Facilitated prompt vendor payments through NEFT/RTGS, maintaining 100% adherence to payment schedules.
- Reconciled vendor ledgers, resolved mismatches, and supported clean audits.
- Performed monthly bank reconciliations and contributed to smooth month-end closings.
- Managed export/import payments, followed up with banks, and ensured regulatory compliance.
- Lodged shipping bills in EDPMS and bills of entry in IDPMS per RBI and DGFT norms.
- Maintained documentation for BRC/FIRC and coordinated with AD banks for settlements.
- Independently managed TDS filing, return submission, and ledger reconciliation.
- Ensured statutory compliance with GST, PF, ESI, PT, and filed returns within deadlines.
- Generated cash flow reports and payment forecasts in Excel for planning and decision making.

Executive Officer

Shahi Exports Pvt Ltd. • Bangalore, Karnataka

11/2011 - 06/2020

- Managed CHA (Customs House Agent) and freight forwarder bill booking and processing, guaranteeing timely and precise entry into accounting system.
 - Cross-checked bills with supporting documents including shipping bills, delivery orders, and invoices prior to approval.
 - Managed procurement and PO creation using Movex (M3) ERP. Handled vendor reconciliations, documentation follow-ups, and audits.
 - Coordinated with logistics for post-shipment and export documents.
 - Worked in the supply chain department for 3 years, creating purchase orders based on approved purchase requests.
 - Handled vendor negotiations to secure competitive pricing and ensure cost-effective procurement.
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Skills

Accounts payable management, Cash flow oversight, SAP proficiency, Payment processing, Bank reconciliation, Statutory payment compliance, Vendor ledger reconciliation, Import and export payment handling, EDPMS and IDPMS reconciliation, BRC and FIRC documentation

Education

Bachelor of Commerce

Vidya Vahini First Grade College · Tumkur, Karnataka

06/2011

Languages

English, Hindi, Kannada, telgu