

## **MANAV VIGG**

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### **CAREER ACHIEVEMENTS**

- **A May'03 qualified Chartered Accountant** with 14 years of corporate work experience in Banking/NBFC/Consulting in areas of Financial Training, Financial Consultancy, Credit Underwriting, Financial Process Outsourcing & Corporate Banking
- Exposure to Teaching at Management Institutes, Corporate Trainings, Recruitments (Finance/Accounting/Sales/Banking), Job Drives and Interview Preparation
- Currently working as Assistant Professor with Amity Business School, Gwalior
- Pursuing Ph.D. from Jiwaji University, Gwalior

### **EDUCATION**

Year	Degree/ Certificate	Institute, City
2003	Chartered Accountant	Institute of Chartered Accountants of India
1999	B.Com.	Jiwaji University, Gwalior
1996	Class XII; C.B.S.E	Air Force Vidya Bharati School, Gwalior
1994	Class X; C.B.S.E	Carmel Convent School. Gwalior

### **WORK EXPERIENCE**

**Amity Business School, Gwalior**

**Aug'18 till Date**

**Designation: Assistant Professor**

**Role: Faculty**

- **Faculty-** Teaching Finance, Accountancy, Financial Planning & Fundamental Analysis subjects to MBA, BBA & B.Com (H) students
- **Class Coordinator-** Managing MBA 1<sup>st</sup> year program. Working on improvement areas such as job skills, functional knowledge, aptitude, interview preparation, etc.
- **Training & Placement-** Identifying Training needs of MBA students and coordinating with Companies for their effective placement
- **Student Guide-** Guiding the students for their Summer Internship Program (SIP) & Industry Project Reports

**GSSK & Co.- Chartered Accountants**

**May'14 till July'18**

**Designation: Partner**

**Role: Financial Consulting, Training**

- **Orientation/Visiting Faculty-** Have conducted orientation programs in Banking & Finance with leading Management institutes- JIMS, Lloyd Business School, IILM, JK Business School, Prestige Institute, etc
- **Underwriting Diagnostics-** Managed Underwriting diagnostics to test Credit Underwriters across products- Business Loans, Mortgages, Professional Loans and Salaried. The diagnostics was done for ACMs to ZCMs.
- **Learning & Development-** Development & Delivery of L&D solutions pertaining to Finance & Credit

Analysis functions

- **Job Drives-** Conducting job drives across institutes under RTD & HTD model for recruitments across several banks and financial institutions
- **CFO Services-** Provided CFO services including Dash Board analysis and Financial Advisory to several clients
- **Fund Raising-** Involved in Fund Raising for clients including CMA data preparation
- **Acquisition Mandate-** Worked on an acquisition mandate from a client for acquisition of a company

**The Hongkong and Shanghai Banking Corporation Ltd.**  
(Had to leave early due to Father's ill health)

**May'13 till Nov'13**

**Designation: AVP (Global Payments & Cash Management)**

**Role: Corporate Banking**

- **Relationship Management-** Successfully handled Account Receivables, Payables & Cash Management services for corporate clients. Increased wallet size from 350 crores to 500 crores in a short span
- **Cross-Selling-** Interacted with clients to understand their financial requirements, translation to business case and commercial proposal vis a vis trade finance, working capital finance, project finance, etc
- **Fund Facilitation-** Efficient facilitation of fund transfer from Foreign holding company to Indian subsidiary through FDI/ODI/ECB route as per the RBI regulations
- **Digital Finance-** Moved more than 80% of clients to electronic payment mode

**Redmat Reves Films Pvt. Ltd.**

**May'10 till Apr'13**

**Designation: Director**

**Role: Financial Management**

- **Financial Management-** Taking care of the Financial Management of the company including Working Capital Management for smooth operations
- **Accounts & Audit-** Finalization of Balance Sheet & Profit and Loss account of the company
- **Compliances-** Handled all the compliances related to Company Law and Taxation including filing of returns
- **Fund Raising-** Raised funds from Investors for projects pertaining to the media house

**Fidelity Business Services India Pvt. Ltd.**

**Mar'09 till May'10**

**Designation: Manager (Business Finance)**

**Role: Process Transition & Management**

- **Process Transition-** Successful transition of Business Finance functions for Investment Management division from UK to India. The process included allocation of fund management charges like Portfolio Management, Research, Legal costs, etc among various mutual funds on the basis of fund size
- **SOP-** Preparation of Standard Operations procedure with respect to the Finance processes transitioned
- **Profit & Loss Review-** Review of the P&L A/c of the Investment Management function on a monthly basis
- **Fund Feasibility Analysis-** Analysis of the feasibility of each fund with respect to its cost and size of assets
- **Recruitment & Training-** Recruitment of staff members in Finance process and training them for effective management of the process from India

**CitiFinancial Consumer Finance India Ltd.**

**Sept.'04 to Mar'09**

**Designation: Manager/Assistant Manager**

**Role: Credit (Business Loans/Salaried Loans/Home Loans/Microfinance) & Controls**

- **Centralized Credit Hub-** Managed Credit Operations and vendors for Delhi/NCR— spanning 30 branches
- **Team Management-** Resource planning and management of Direct (40) & Vendor (60) employees
- **Recruitment & Training-** Recruitment of team members for the Credit hub and training them for various

processes within the Credit & Operations domain

- **Credit Analysis-** Credit Analysis for Unsecured Business Loan, Salaried Loans, Home Loans & Microfinance
- **SOP-** Standard Operations procedure designing done for the Credit hub & managed effective execution
- **Internal/Process Audits & Compliance-** Conducted Internal & Process audits of more than 50 branches, validating & checking the branch operations for compliance to company's policies & procedures
- **RCSA-** Implementation of monthly Branch Operations Checklist (for Branch Managers) and Branch Service Review (for District Managers) for regular tracking of risks involved in branch operations & providing mitigants
- **Audit Risk & Review-** Participated in smooth conduct of Global ARR for the entire Business vertical

#### **American Express (India) Pvt. Ltd.**

**May.'04 to Sept'04**

**Designation: Team Member**

**Role: Process Audit**

- Journal Entries Review for the team before the final upload
- Generating MIS Reports as required by management from time to time
- Check compliance to the Company's policy and passing Inter-Company Journal Entries for P&L A/C
- Review Account content and Ageing before monthly closing
- Monthly Balance Sheet Review with Travel Accounting

#### **Cadbury India Ltd.**

**Oct.'03 to May'04**

**Designation: Finance Trainee (Factory)**

**Role: Financial Reporting**

- **Manufacturing Efficiency Reports-** Monthly preparation of MER on SAP ERP system. MER consisted of Variance Analysis, Working Capital employed, Production achieved, Engineering Efficiencies, Manufacturing Controllable Costs, Manpower, Yields and other related information
- **Budgeting-** Involved in the process of preparing production budget for the factory for the coming calendar year, making forecasts of the various costs of production and finalizing standard costs
- **Process Audits-** Conducted process & stock audits at monthly intervals for different manufacturing lines