



Manoj P Nair

CONTACT

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PERSONAL DETAILS

Date of Birth : 05/10/1984
Marital Status : Married
Nationality : INDIAN
Passport : Z5061177
Gender : Male

SKILLS

Software :- Tally 7.2, Focus, Opticon,
Boss, Prism



Team Collaboration: Collaborative
team player with a positive attitude.



Communication: Effective
Communicator with strong
presentation abilities.



Personal Traits: Eager to
learn, determined, confident and
equipped with leadership qualities.



OBJECTIVE

To work in an organization, which provides ample opportunities to use my abilities and managerial skills resulting in a symbiotic relationship between myself and the organization.

EXPERIENCE

Operations /Accounts 2023 - 2024

MP CONSTRUCTIONS

Oversaw day today operations, coordination of staff, oversaw fund management, monitoring bank and cash transactions. Bank reconciliation and supervised overall functions for MP Constructions.

Administration/Accounts 2020 - 2023

Golden Valley Nidhi LTD

Oversaw daily operations of Branch, coordination of staff, ensured exemplary customer service, Implemented company policies, Managed HR task, oversaw fund management, monitoring bank and cash transactions. Bank reconciliation and supervised overall functions for Golden Valley Group of company.

Finance Executive 2018 - 2020

The Leela Raviz Hotels

Managed Payroll and statutory components such as PF, ESI and TDS, prepared labour contractor's salary, handled monthly staff accommodation rent, support monthly MIS tasks and oversaw supplier invoice booking and payments.

Asst. Branch Manager 2016 - 2018

Max Value Credits and Investments

Managed daily branch operations, maintained registers, pursued customer follow ups, promoted company products, coordinate staffs, delivered exceptional customer service.

Accounts Assistant 2015 - 2015

The Leela Kovalm(Hotel)

LANGUAGES

English:- Read,Write,Speak

Hindi:- Read,Write,Speak

Malayalam:- Read,Write,Speak

As an Account assistant, Managed hotel cash transactions prepare Bank Reconciliation.verified purchase invoices,oversaw front office funds and petty cash, maintained book keeping and reconcile staff tour and salary advance.

Branch Manager

2010 - 2014

Muthoot Fincorp Ltd

Monitoring daily branch activity, checking registers daily basis, engaged customer follow ups, solving problems related customer issues.product related target achievements.

Accounts Assistant

2008 - 2010

Burj Oman LLC

Managed supplier invoices, prepare cheques, tracked site labour attendance, reconciliation bank accounts. book invoices to system, maintained petty cash book.

Accounts Assistant

2007 - 2008

Condor Builders Pvt Ltd

Oversaw petty cash, handled weekly labour charges, maintained site purchase,

EDUCATION

B.com

2005

Kerala University

Commerce

2002

Higher Secondary School

10th

2000

High school

REFERENCE

Vigneswaran - Estuary Island Resort

Finance controller

91-8129976422