



Manoj P Nair

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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

01/11/2023

-

- **Operations /Accounts**

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.

2020 -

2023

- **Administration/Accounts**

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.

2018 -

2020

- **Finance Executive**

The Leela Raviz Hotels

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

2016 -

2018

- **Asst.Branch Manager**

Max Value Credits and Investments

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

2015 -

2015

- **Accounts Assistant**

The Leela Kovalm(Hotel)

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.

2010 -

2014

- **Branch Manager**

Muthoot Fincorp Ltd

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

2008 -

2010

- **Accounts Assistant**

Burj Oman LLC

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

2007 -

2008

- **Accounts Assistant**

Condor Builders Pvt Ltd

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

EDUCATION

2005-

- **B.com**

- 2006 Kerala University
- 2002 • **Commerce**
Higher Secondary School
- 2000 • **10th**
High school

SKILLS

Tally 7.2, Focus, Opticon ,Boss, Prism

100%

Team Collaboration: Collaborative team player with a positive attitude.

100%

Communication: Effective Communicator with strong presentation abilities.

100%

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

100%

LANGUAGES

- English Hindi Malayalam

PERSONAL DETAILS

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

REFERENCE

- **Vigneswaran - Estuary Island Resort**
Finance controller
91-8129976422