



# MANASIR P.

## Accountant cum administrator

### CONTACT

+971 564497548

manaazz786@gmail.com

Dubai, UAE

### EDUCATION

#### CATALYST EDUCATION

- TALLY & SAP 2025

#### KANNUR UNIVERSITY

- Bachelor of Business Administration 2020-2023

#### KANNUR UNIVERSITY

- Aviation and Hospitality Management 2020-2023
- Govt Higher Secondary School (State Syllabus) PUC 2019-2020
- Govt. Higher Secondary School (State syllabus) SSLC 2018

### SKILLS

- Ability to Deal with People
- Time Management
- Hardworking
- Team Work
- Hard Working team member.
- Good communication skill
- Punctual work ethic
- Decision making
- Flexible and adaptable

### LANGUAGES

- English
- Hindi
- Malayalam

### PROFILE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

### WORK EXPERIENCE

#### KANNUR INTERNATIONAL AIRPORT

Ground Handling & Customer Service

May 2022 - INDIA

- Responsible for checking in passengers and creating boarding passes.
- Assisted airport personnel in handling special situations concerning passengers with special needs and oversized luggage.
- Often asked to assist customers who started off angry but were eventually taken care of.

#### ACCOUNTS CUM ADMIN

DEC 2021-INDIA

- Proficiency in using these tools (MS Office Suits) for document creation, data management, presentations, and communication.
- Conducted fare and refund audits, master updates, and pre/post-closing accounting functions focused on accuracy and timeliness.
- Generated details financial reports, including, Balance sheets, Profit & Loss and cash Flow statement

### PERSONAL DETAILS

- DATE OF BIRTH: 26-02-2002
- MARRITAL STATUS: SINGLE
- SEX: MALE
- NATIONALITY: INDIAN
- PASSPORT NUMBER: X7273496

### SELF-DECLARATION

I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE ARE TRUE AND CORRECT TO MY KNOWLEDGE AND BELIEF. I ASSURE THAT I WILL PERFORM MY DUTY AND MEET THE ORGANIZATIONAL REQUIREMENT SINCERELY AND TO THE SATISFACTION OF MY SUPERIORS IF I MAY BE GIVEN AN OPPORTUNITY TO WORK IN YOUR ESTEEM CONCERN