

MANASIR P

ADMIN CUM JR.ACCOUNTANT

+971 564497548 | manaazz786@gmail.com | Dubai, UAE

PROFESSIONAL SUMMARY

Organized and detail-oriented professional with a blend of administrative and accounting expertise. Skilled in accounts payable/receivable, financial documentation, and office administration. Proficient in Tally, SAP, and MS Office Suite, with hands-on experience in payroll coordination, vendor management, and compliance reporting. Holds a Bachelor of Business Administration (BBA) and a dual background in Aviation & Hospitality Management, enhancing multitasking and operational efficiency.

PROFESSIONAL EXPERIENCE

Admin cum Junior Accountant December 2024 - March 2025

Creating Innovations with Intelligence

- Managed administrative operations, including vendor coordination, document filing, and office supply inventory.
- Processed accounts payable/receivable, prepared invoices, and maintained accurate ledger entries.
- Assisted in payroll administration, ensuring timely salary disbursements and compliance with UAE labor laws.
- Handled petty cash reconciliation and supported month-end financial closing activities.
- Organized and maintained digital and physical financial records for audits and reporting.
- Coordinated interdepartmental communication, scheduling meetings, and managing correspondence.
- Utilized Tally and SAP to update financial databases and generate expense reports.
- Assisted senior accountants in tax filing, VAT compliance, and budget tracking.

SKILLS

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|-----------------------------|------------------------|-----------------------|
| Accounts Payable/Receivable | Payroll Administration | Office Administration |
| Ledger Management | Document Filing | Tally & SAP |
| VAT Compliance | Vendor Coordination | Record Management |

EDUCATION & CERTIFICATION

Tally & SAP Certification 2024 - 2025

- Catalyst Education

Bachelor of Business Administration (BBA) 2020 – 2023

Kannur University | Kerala, India

- Aviation & Hospitality Management

Higher Secondary Education, Kerala 2018 – 2020

Directorate of Higher Secondary Education (DHSE), Kerala

- Korom government Higher secondary school

Secondary School Leaving Certificate, Kerala 2018

- Kerala State Board

ADDITIONAL INFORMATION

- Languages:** English (Professional Proficiency), Hindi (Professional Proficiency), Malayalam (Native)
- Personal Details:** Date of Birth: 26/02/2002, Marital Status: Single, Nationality: Indian, Passport No.: X7273496.
- Certifications:** Tally & SAP Certification