



MANIKANDAN M

Admin

I have completed my Master of business administration from St. Antonys college Kerala. I like to describe myself as a determined and goal-oriented person. I am ambitious and really work hard to make sure that the tasks done by me is perfect in all aspects. Positive attitude and friendly behavior serve me a great advantage and I believe these both could help me overcome the obstacles in my way of pursuing my career objective.



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Dubai

Education

Bharathiar University

Master of Business
administration 68%

2014 - 2016

Bharathiar University

Bachelor of business
administration 60%

2011 - 2014

Higher Secondary

RVS Pollachi, Tamil Nadu HSE
80%

2009 - 2011

SSLC

S H H School Kanthalloor,
Kerala SSLC 60%

2009

Academic Project

A study on working capital
management at Priyadarshini
Co-Operative spinning mill,
Kottayam, Kerala

Career Objective

Seeking for a challenging and a responsible opportunity where I can contribute my skills efficiently and effectively for the growth of organization and professional career.

Experience

ADMIN IN INTERNATIONAL MOTORING CLUB (DUBAI) -

2017-2022

- Supporting the senior/managing accountant and wider finance team
- Processing payments and invoices accurately and within expected time periods
- Verifying financial statements, ledgers, and accounts and making corrections where appropriate
- Taking minutes in meetings and other administrative duties
- Aid accounting staff and department with day-to-day accounting duties
- Manage ledgers and ensure accurate financial record keeping across departments
- Track payments and ensure accuracy of paid accounts
- Assist with general accounts payable and accounts receivable duties
- Managing filing system.
- Greeting clients and visitors as needed.
- Order office supplies and research new deals and suppliers

Achievements

- Won several prizes for arts competitions in school level
- Member of students leadership squad, organised inter-school competitions voluntarily.
- At college level, participated and won prizes in intercollegiate competitions, like Best manager, product launching etc.

Expertise

- Good communication skills(Both written and oral)
- Work efficiently in team and individually.
- Meet deadlines and handle multiple tasks simultaneously.
- Punctual, hardworking and well disciplined.
- Positive attitude, self motivated and flexible.

Valid UAE Driving license

Languages

- English: fluent
- Hindi: fluent
- Malayalam: fluent
- Tamil: fluent

Hobbies

- Football
- Solving Rubik's cube
- Music
- badminton
- Travelling
- Photography
- cricket

MESSENGER, ASSISTANT ADMIN IN MARIA BAKES (INDIA)

2015 - 2017

- Maintain computer and manual filing systems
- Coordinate repairs to office equipment
- Photocopy and print out documents on behalf of other colleagues
- Develop and maintain a filing system
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Perform collection activities in coordination with Finance.
- Ensure proper documentation of activities by providing official receipts and other documents required for liquidation.
- Knowledge of proper bookkeeping and inventory management

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

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