

# MANIRAM.R

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## Summary

Dedicated Financial and administrative professional with over 5 years of successful experience at manickam agro foods and sri durgai oil stores. Proven expertise in office administration, financial operations, procurement, team leadership, adept at optimizing resources, ensuring smooth logistics, and fostering a collaborative work environment.

## Key Skills :

- |                      |                      |                   |                  |
|----------------------|----------------------|-------------------|------------------|
| ✓ Strategic Planning | ✓ Time Management    | ✓ Problem Solving | ✓ Quick Learning |
| ✓ Adaptability       | ✓ Financial Analysis | ✓ Team Management |                  |

## Software Skills :

- Accounting Software: **Wings, Tally Prime**
- Microsoft Office Suite: Word, Excel, PowerPoint

**Languages known :** Tamil, English

## PROFESSIONAL EXPERIENCE

**Manager at Manickam Agro foods, India (July 2018 to Jan 2024 )**

### Financial Focus

- Proficient in creating and managing sales and purchase bills, including the preparation of monthly reports and e-way bills.
- Efficiently create and update expense report, ensuring meticulous record keeping.
- Skillful in preparing and managing bank deposits to facilitate smooth financial transactions.
- Enter financial transactions into internal databases with a keen eye for details and accuracy.
- Maintaining both digital and physical financial records, ensuring organized and accessible documentation.
- Issue invoices to external partners as needed, demonstrating strong communication skills.
- Actively participate in quarterly and annual audits, ensuring financial transparency and compliance.

### Administrative Focus

- Managed daily office operations and ensured effective communication.
- Handled sales and coordinated order execution with the production team.
- Checked raw material availability and place orders for production.
- Conducted daily checks on machinery and optimized human resources.
- Coordinated supply chain logistics and maintained stock levels.

**Office admin at Sri Durgai Oil Stores, India****(July 2016 to July 2018)**

- Streamlined and improved office procedures, enhancing overall functionality and efficiency.
- Promptly addressing inquiries and ensuring high customer satisfaction..
- Coordinated with suppliers and vendors, contributing to seamless operations and timely deliveries.
- Generated and updated reports, providing valuable insights for decision-making.
- Handled day to day issues efficiently, fostering a productive and harmonious workplace.

**Data entry Operator at Jayaraj Audits****(April 2011 to May 2013)**

- Responsible for accurate and timely entry of financial transactions into accounting software.
- Gained exposure to tax relates tasks, including the preparation of tax returns and compliance documentation.
- Actively learned and adapted to new Accounting Technologies.

**EDUCATION****✓ Master of Business Administration (MBA)**

Specialization HR – Marketing

**August 2014 - June -2016**

OAA M.A.V.M.M. School of Management, Madurai, Tamil Nadu, INDIA

**✓ Bachelor of Commerce (B.Com with Computer applications)      July 2011 - June -2014**

SLS M.A.V.M.M. Ayira Vaisyar College, Madurai, Tamil Nadu, INDIA

**✓ Higher Secondary Certificate (HSC)      June 2009 - May-2011**

Zion Good Shepherds Matriculation Higher Secondary School, Madurai, Tamil Nadu.

**✓ Secondary School Leaving Certificate (SSLC)      July 2004 - May-2009**

Gurukulam High School, Madurai, Tamil Nadu, INDIA

**DECLARATION**

I declare that the information provided in this resume is true to the best of my knowledge and belief.

**PLACE :** Dubai, UAE**DATE :** (MANIRAM.R)