

# MANIRAM.R



## OBJECTIVE

Seeking a challenging role as a Financial Manager where I can leverage my 6+ years of experience in office administration, financial operations, and team leadership. My goal is to contribute to organizational success through strategic planning, financial analysis, and effective team management while utilizing my proficiency in Wings and Tally Prime, along with Microsoft Office Suite.

### 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

## PROFESSIONAL EXPERIENCE

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

#### Financial Focus

- Managed sales, purchases, and financial records using accounting software.
- Prepared financial reports like Profit & Loss Statements, Balance Sheets, and Bank Reconciliation Statements.
- Oversaw stock audits, created Stock Reports by location, and managed inventory details.
- Handled Purchase, Sales, Payment, Receipt, Contra, Debit Note, and Credit Note entries.
- Used Excel for financial analysis and reporting, contributing to cost-saving measures.
- Collaborated with teams to cut expenses and improve 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 (July 2016 to July 2018)

- Streamlined and improved office procedures, enhancing overall functionality and efficiency.
- Managed billing, sales records, and supplier coordination using accounting software.
- Created various electronic reports including sales, expenses, and customer feedback.
- Prepared Bank Reconciliation Statements for accurate financial transactions.
- Managed inventory records and audits.
- Used Excel for data entry and reporting, ensuring accurate financial records.
- Contributed to operational efficiency and customer satisfaction.

**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 related 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

**PERSONAL DETAILS**

Name : R.Maniram

Mobile Number : +971524714928

E-mail : rajendranmaniram94@gmail.com

Address : Dubai,UAE

Nationality : Indian

Date of Birth : 01/01/1994

Marital Status : Single

Language : English and Tamil

Visa type and Validity : Visit visa, (08/04/2024)

**DECLARATION**

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

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