

MANOJ KUMAR GOVERDHAN



Contact

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Khalid Bin Al Waleed St. Sunshine Apartment

Near Burjuman Center Metro-Exit 4 Bur Dubai

Career Synopsis

Seeking for a career to apply my knowledge and skills in a oriented environment that gives equal career opportunity based On my skills and performance. Pursuing an opportunity which allows me to grow professionally. Ambitious by nature and keen to get to the top of profession. The greatest strength is the ability to prioritize workloads to meet challenging deadlines. As well as having an eye for details and being able to multi-task under pressure. An excellent communicator can relate well with people at all levels and has the flexibility of working well as part of a team and on my own.

Experience

- **Day To Day General Trading Centre LLC(UAE)**
Cashier Supervisor cum Admin
DayToDay is a retail Supermarket April 2021-April 2024
 - Maintaining and making opening petty cash with specific denominations for 10 cashiers.
 - Daily sales report updating as per established schedule, daily deposits.
 - Managing shop daily and monthly expenses.
 - Provide training to new cashiers and supervisors.
 - Handling, managing cashier and responding to request for all assistance.
 - Maintaining updated financial records, prepared reports and reconciled bank statements.
 - Checking and updating spreadsheets for accuracy of daily sales.
 - Customers service- meet customer needs and satisfy their complaints peacefully.
 - Maintaining all staff documents like passports, employee information details in a chronological and organized way.
 - Retrieved documents when needed by management.
 - Coordination with the HR department for visa processing (checking if all documents is up to date like new visa, passport expiry. Renewal of senior staff.).
- **(ASAAT) Al Sharq Al Aqssa Trading Co. LLC(UAE)**
Account Assistant
ASAAT is a Fast-Moving Consumer Goods (FMCG) Company 2014-2019
 - Updating daily van cash sales.
 - Preparation of daily cash & credit sale settlement reports.
 - Posting journal voucher.
 - Passing necessary purchase return and petty cash expense entries
 - Handling SOA and passing Bank Reconciliation Statement entries.
 - Processing all cash and credit invoices/van invoices
 - Communicating with client's senior staff on account related issues.

Education

2009

Bachelor of Commerce
Kumaun University of Uttarakhand, India

Personal Details

Date of Birth : 07/08/1986
Civil Status : Married
Nationality : Indian
Religion : Hindu
Language : English, Hindi, Urdu
Passport Number : V2311242 (14TH JAN 2032)
Visa Status : Cancelled Visa (18th May 2024)

It Skills

Software Exposure

- Fundamental
- Ms-word
- Ms-excel
- Internet & E-mail

Accounting Package

- Tally
- Oracle
- Sage

Strength

- Good communication & customer services skills.
- Positive and optimistic attitude.
- Responsible and hard worker in duty hours.
- Having excellent convincing capacity and presentation skill.
- Patience and the ability to remain calm in stressful situations.
- Having the experience in working in teams with mutual supports and understanding, with team members.

Declaration

I hereby declare that the above mentioned information is true and fair to the best of my knowledge and belief.

Date

Manoj Kumar

Place