



## MANIKANDAN RADHAKRISHNAN

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### Objective

To work with a professional group that will utilize my knowledge and skills towards the contribution to the success of the company. I wish to utilize my proficiency in principles of accountancy and computer application like Tally, Sap & Oracle towards effective performance of my duties.

### Experience

- Al jadeed Bakery LLC (Al Hathboor groups LLC)** 04.04.2022 - 07.05.2023  
ACCOUNTS RECEIVABLE CONTROLLER & WPS PAYROLL PROCESS (Software Application - Erp Oracle R12 Financial)  
  
DUTIES AND RESPONSIBILITIES.
  - . Preparation of 7Bucket Ageing reports.
  - . Preparation of Monthly sales reports and consolidated sales reports.
  - . Preparation of Provisions of Discount and shelf rent reports.
  - . Preparation of Monthly customer Ageing Reports.
  - . Preparation of Bank Reconciliation statement
  - . Preparation of Cash Reconciliation statement
  - . Expected and Actual collection reports monthly submitting to CEO.
  - . Responsible to keep a track of all PDC Receivables.
  - . Preparation of Wps Payroll process ( Monthly salary process for Employees).
  - . Responsible for Monthly account closing and passing necessary journal entries.
  - . Preparation of Trial Balance Report and submit to CEO.
  - . Interacts with Internal and External auditors in completing Audit Reports.
  - . Preparation of Value Added Tax Report Submission on Quarterly Basis.
  - . Preparation of all Provisions for Leave salary, Gratuity & Air passage.
- Marvel Aluminum and Glass industry LLC** 26.01.2017 - 10.01.2022  
Senior Accountant  
DUTIES AND RESPONSIBILITIES.
  - . Preparation of Fund plan report.
  - . Preparation of Monthly customer and supplier Ageing Reports.
  - . Preparation of Bank Reconciliation statement
  - . Preparation of Cash Reconciliation statement
  - . Responsible to keep a track of all PDC Receivables.
  - . Preparation of Wps Payroll process ( Monthly salary process for Employees).
  - . Responsible for Monthly account closing and passing necessary journal entries.
  - . Preparation of supplier payment details reports
  - . Preparation of Value Added Tax Report Submission on Quarterly Basis.
  - . Preparation of monthly income statement report.
  - . interacts with internal and external auditors in completing audit report.
- Royal Concrete Products LLC (UAE)** 04.03.2012 - 31.12.2016  
Accountant  
DUTIES AND RESPONSIBILITIES.
  - . Invoices from the company vendors.
  - . Maintaining cash flow statement, petty cash and subsidiary books.
  - . Preparation of cheque preparation set company vendors.
  - . Preparation of Accounts payables collection pending reports.
  - . Preparation of Bank reconciliation statement.
  - . Preparation of Cash flow statement and Funds flow statement.

### Education

- Madras University**  
Bachelor of commerce

2009

## Skills

- ERP Oracle R12 Financial.
- SAP R/3 • ERP Package- Tally 9.0 • QuickBooks • Working Knowledge of Various Accounting Software.
- Vlookup • Pivot Table • MS Office.

## Activities

- Playing Cricket

## Languages

- English, Hindi, Malayalam, Tamil

## Additional Information

- Date Of Birth      17.10.1987
- Nationality        Indian
- Passport Number   T3276537
- Contact Number    0556397466

### DECLARATION:

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



MANIKANDAN RADHAKRISHNAN