CARRICULUM-VIATE

**Manoj Kumar**

**Employment Visa**

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**Khalid Bin Al Waleed St. Sunshine Apartment**

**Near Burjuman Center Metro-Exit 4 Bur Dubai**

Career Synopsis

A reliable and confident Account Assistant with 7 years’ experience in the fields of financial accounting. Possessing the

Ability and willingness to take on financial leadership and certain to be a key member of any financial team. Ambitious

By nature and keen to get the top of profession. Greatest strengths is the ability to prioritize workloads to meet

Challenging deadlines. As well as having eye for details and 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. Now looking for a career advancement opportunity with a company that will challenge my accounting and admin

Skill which allow me to develop my knowledge & potential.

Experience

* **Day To Day General Trading Centre LLC(UAE)**

**Accounts cum Cashier Supervisor**

**DayToDay is a retail Supermarket April 2021** (**still working**)

* 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 cashier and supervisors.
* Maintaining updated financial records, prepared reports and reconciled bank statements.
* Checking and updating spreadsheet for accuracy of daily sales.
* 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 visa expiry, passport expiry. Renewal of senior staff.).
* Scheduling and sending new staff for visa processing ( medical test , PCR test, bio metric) as per appointments
* (DMA) Dua Manral& Associates (**India**)

Account Assistant

**DMA**is a Firm of Chartered Accountant **Dec 2019 to Jan 2021**

* **(ASAAT) Al Sharq Al Aqssa Trading Co. LLC(UAE)**

**Account Assistant**

**ASAATis 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** Kumaun University of Uttarakhand, India

**Bachelor of Commerce**

**2006** CBSE Board of Delhi, India

**SSLC**

**2004** CBSE Board of Delhi, India

**Higher Secondary**

Personal Details

Date of Birth : 07/08/1986

Marital Status : Married

Nationality : Indian

Religion : Hindu

Father’s Name : Late Goverdhan

Hobbies : Dancing, Listening music, watching movies, cooking

Passport Number : V2311242 (14THJAN 2032)

It Skills

**Software Exposure**

* Fundamental
* Dos Windows
* Ms-word
* Ms-excel
* Internet & E-mail

**Accounting Package**

* Tally
* Oracle
* Sage

Strength

* Willingness to learn and take-up new assignments.
* Positive and optimistic attitude.
* Ability to co-ordinate and complete jobs in time.
* Having excellent convincing capacity and presentation skill.
* Effective communication skills with all levels of personnel.
* 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**