



Manoj.M.R

Accountant

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Location – Dubai(UAE)

SUMMARY

Detail-oriented Accounting Professional offers 15+years of experience in accounting roles. Skilled in account reconciliation, report drafting, and collections. Flexible and fast learner possessing a professional phone demeanor and strong customer-oriented communication skills.

Experience

24.01.2022 to 24.01.24

The Produtcion Hub LLC (Dubai Investment Park)

Key Deliverables:

- Preparing monthly and annual accounts, Daily Sending DFR Report
 - Provision entries, Closing Entries, Prepayment Entries .
 - Liaising with auditors.
 - Processing employee expenses. Sending SOA to Clients
 - Vat filing & Submission, Receiving and storing invoices
 - Preparing and posting journals, Assisting Auditors in preparing audit plans.
 - Maintained cash flow by monitoring Bank balances and cash requirements.
 - Communicated and resolved disputes with clients regarding outstanding invoices, payments, and adjustments, Accounts Payables/ Account Receivables
- Salary Processing through WPS& C3 card

Sanford Japan Electronics Pvt.Ltd.Cochin, Kerala

Accountant & Admin-2014-2021

- **Key Deliverables:** • Prepared monthly reports for payment and account reconciliations and financial statements.
- Performing activities as an overall in charge of bills payable, asset accounting, and TB Scrutiny
- Maximized performance by monitoring daily activities and mentoring team members

• **Lulu International Shopping Mall Pvt. Ltd. Cochin, Kerala Accounts Executive-2013-2014**

Key Deliverables :

- Bills Payable
- Follow accounts payable and arrange all payments before the due date
- Prepare Accounts payable ageing Report.
- SAP Experience in Accounts payable, Accounts Receivables, General Ledger and inventory Module

KEY SKILLS

- ACCOUNTS PAYABLES
- ACCOUNTS RECEIVABLES
- CASH MANAGEMENT
- GENERAL LEDGER
- INVENTORY
- BALANCE SHEET
- PROFIT & LOSS ACCOUNT
- BANK RECONCILIATION

SOFT WARE SKILLS:

- TALLY
- SAP
- PACT,ZOHO BOOKS
- MS OFFICE

ACADEMIC QUALIFICATION

- Post Graduate M.com finance
- Bachelor's Degree B.com Commerce
- Pre degree In Commerce Calicut University

SOFT SKILLS

- Communication
- Leadership
- Customer service
- Critical thinking
- Flexibility
- Organization
- Emotional intelligence
- Responsibility
- Creativity

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

2009-2012

Sanford Trading LLC (UAE-Dubai)

Accountant

Key Deliverables

- Supervised and Coordinating subordinates to ensure smooth accounting
- Working experience of C3 Card, WPS Salary system
- Maintain vehicle files & timely renewal of Mulkiyah & Insurance policies
- Handling petty cash,

2007-2008

MRF Tyres , India (No.1 Tire seller and Manufacturers in India)

Accounts Executive

Key Deliverables

- Performed administrative and clerical duties such as word processing, data entry,
- Processed payments and documents such as invoices, journal vouchers, statements
- TSE Clerk, Arranging claimed Tires, Tubes & Flaps asper Docket Number for Inspection
- Store keeping, delivery arrangement
- Handling petty Cash.

2005-2007

Indus Motors, Authorized Dealer off Maruti Udyog Ltd.

Accounts Assistant

Key Deliverables:

- Preparing Ledger Accounts, Invoicing, Bills Payable, Bills Receivable
- Customer file closing
- Handling petty cash payments.

DECLARATION

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Place: Dubai

Date:

MANOJ M R