



# Manoj Kumar T

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Deira

## OBJECTIVE

To pursue a career that promotes innovation and gives an opportunity to bring out the best in me. I would like to join a dynamic result oriented team which shall provide an opportunity of success with the organization.

## EXPERIENCE

2021 - 2023

### • Junior Accountant

ABC SALES COOPERATIVE KANHANGAD

- ° Assist in maintaining financial records, including journal entries, ledger accounts, accounts payable and receivable
- ° Processing invoices, payments and expenses
- ° Assist in preparing and submitting financial reports
- ° Responding to queries coming from clients on a timely basis
- ° Vendor and customer maintenance

2019 - 2021

### • Customer Relation Executive

MAX VALUE PVT LTD KANHANGAD

- ° Serve as a point of contact for customers, addressing their concerns and inquiries
- ° Resolve customer issues promptly and effectively, striving for customer satisfaction
- ° Gather feedback from customers and relay it to the relevant departments for improvement
- ° Communicate with customers through various channels, such as phone, email, or in-person interactions
- ° Redeeming stamps and coupons.

2017 - 2018

### • Accounts and Billing

AL HAZEM AUTO MAINTENANCE LLC SHARJAH

- ° Preparing and sending invoices and account updates to clients
- ° Receiving, sorting and tracking incoming payments
- ° Creating monthly reports
- ° Addressing and resolving clients questions and issues relating to the invoices, and providing regular and accurate reports
- ° Handling cash transactions with customers, scanning goods, collecting payments, issuing receipts, refunds, etc

2016 - 2017

### • Front Office Executive

RED FLOWER TOURISM DUBAI ABU HAIL

- ° Help customers to find a suitable holiday package or plan independent travel
- ° Make bookings and payments using online computer system
- ° Advise customers about passports, insurance, visas, vaccination, tour & vehicle hire
- ° Cooperating with clients to determine their needs and advising them appropriate destination, modes of transportation, travel dates, costs and accommodations.

2015 - 2016

### • Branch Executive

MUTHOOT MINI NIDHI PVT. LTD KANHANGAD

- ° Handling customers
- ° Maintaining good relationship with clients & maintaining customer accounts by handling bulk cash
- ° Maintaining regular & continuous relationships with customers
- ° Achieves self business targets and ensure the profitability of the unit
- ° Appraising of gold ornaments
- ° Maintaining cash counter and bank operations like cash withdrawals, deposits, IBFT, RTGS, NEFT etc

## EDUCATION

2013

- **Bachelor Of Commerce**  
Kannur University

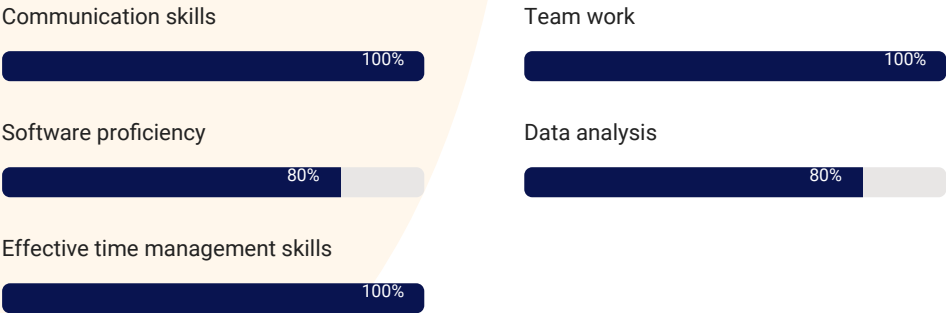
2010

- **Higher Secondary Education**  
Kerala State Board

2008

- **SSLC**  
Kerala State Board

SKILLS



LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

PERSONAL DETAILS

- Date of Birth: 04-04-1993
- Marital Status: Single
- Nationality : Indian
- Religion : Hindhu
- Passport number: X6123183
- Visa status: Visit visa

COMPUTER PROFICIENCY

- MS office
- Adobe photoshop

PROFESSIONAL CERTIFICATIONS

- SAMBAT (Shankaracharya Accounts Management and Banking Allied Training)
- Practical Accounting (Manual)
- Computerized Accounting (Tally.ERP9, Peachtree, Quickbooks, Tradeasy, Article training))