

CURRICULUM VITAE

PERSONAL DETAILS

Name : Manuel K S
Date of birth : 15-05-1995.
Marital status : Single.
Nationality : Indian
Address : Kanappilly House, Puthuvype P o,
vypin , Eranakulam, Kerala,
India, Pin 682508.
Phone : +91 8089248276
Email : manulsebastin100@gmail.com



WORK EXPERIENCE

- 1) **Working as an Accountant and Inventory In-charge in CGR HALLMARKERS Pvt.Ltd from 13/11/2018 to Present....**

RESPONSIBILITIES

- Gold refinery work.
- Gold coins work.
- Gold Assay work.
- Receive gold and issue gold.
- Record and track gold stock levels.
- Monitor distribution of gold stock.
- Maintain gold stock records using manual or computerized systems.

- 2) **Worked as an Accountant in Narakkal Hardwares from 10/01/2017 to 03/11/2018.**

RESPONSIBILITIES

- Creating and issuing invoices to customers.
- Following upon outstanding payments and answering customer queries.
- Monitoring all payments and preparing monthly billing reports.
- Managing cash flow.

- 3) **Worked as an Accountant in DHL Supply chain, Manjummelfrom 16/05/2015 to 12/07/2016.**

RESPONSIBILITIES

- Managing cash flow
- Manage labour unions.
- Manage an accurate inventory of warehouse materials.
- Schedule and track inbound and outgoing shipment.

SUMMARY OF SKILLS

- Experienced in handling office management and public relations.
- Excellent time management, organizational, and communication skills.
- Strong attention to detail and problem solving skills
- Honest and multi-tasking person.

ACADEMIC DETAILS

Course	Institution	Year Of Passing	Board/University	Percentage Of Marks
SSLC	Santa Cruz High School, Ochanthuruth	2010	Kerala State Board Of Public Examination	63
Plus Two VHSE	Prayaga College, Nayarambalam	2012	Kerala State Higher Secondary Education	67
B.Com	Prayaga College, Nayarambalam	2015	Mg University	C Grade

CERTIFICATIONS

MS Office (Word, Excel, Powerpoint)

LANGUAGES KNOWN

- English, Hindi, Malayalam, Tamil.

INTERESTED AND HOBBIES

- Playing football
- Reading Novels.

DECLARATION

I here by declare that all details furnished above are true and correct to the best of my knowledge.

MANUEL.K.S