

# Manimalai Sudalaimuthu

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Passport no.: S0793637



## **PROFESSIONAL OBJECTIVE:**

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

## **PERSONNEL SKILLS:**

Organization and attention to Details | Problem analysis and problem-solving skills | Accuracy | Time management | Quick learner | Strong written and oral communication | Ability to work under pressure | Strong analytical and numerical skills | Creating a positive work environment | Team facilitator |

## **NOTE:**

Experience : ***7 years in Accounts Department ( 4 years in UAE & 3 years in India)***  
***3 years as Receptionist***  
Notice Period : ***Immediate joining***  
Current Location: ***Al Qusais Industrial area 5, Dubai***  
Visa status : ***Cancelled Visa***

## **EDUCATIONAL QUALIFICATIONS:**

COURSE	INSTITUTION	BOARD	YEAR OF PASSING	PERCENTAGE
<b>B.COM   Commerce</b>   Attested by the Ministry of Foreign Affairs	IIIST, Chennai	STATE	2016	75%
<b>HSC</b>	Sri RKM Sarada Vidyalaya Girls' H.S.S. T. Nagar, Chennai.	STATE	2013	88%
<b>SSLC</b>	Sri RKM Sarada Vidyalaya Girls' H.S. S T. Nagar, Chennai	STATE	2011	93%
<b>Information Technology Training (IIT)</b>	Institute of Chartered Accountant of India	STATE	2014	PASS
<b>CA-CPT</b>	ICAI, Chennai	STATE	2014	50%

## **Working Experience:**

- From June 2023 to December 2023, I managed our own restaurant with my husband.
- Worked at **Max Steel Pipes Industries** at Ajman, UAE as **Accountant cum Receptionist** in Accounts Department from May 2022 till May 2023
- Worked at **IFFCO Group of Companies – Shared Service Center** at Sharjah, UAE as Senior Process Executive – **Payroll Department** from Jan 2022 to May 2022
- Worked at **IFFCO Group of Companies – Shared Service Center** at Sharjah, UAE as Senior Process Executive – **Accounts Payable** from Oct 2019 to Jan 2022.
- Worked at **AFS Auditing and Accounting services** at Dubai, UAE as **Junior Accountant** in Accounts Department from Oct 2018 TO Aug 2019
- Worked at **Artemis Volvo Auto India Private Limited - Showroom and Service** at TN, India as **Accounts Assistant cum Receptionist** in Accounts Department from May 2016 to Dec 2018.

## **Computer Proficiency:**

- Well versed in Microsoft Office Suite *Word / Excel / PowerPoint / Outlook*
- Expert in Excel like *Macros / V- Lookup / Pivot Tables / Consolidation Data/ Formulas.*
- Expert in **ERP Tally Software** ( From Company Creation Till Balance sheet )
- Knowledge in Accounting software like *Oracle / ZOHO / Quick Books*
- Type Writing (lower level) in Maura Technical Institute

## **Project Detail:**

- Tally ERP Version 9.
- Award Received for 100% Accuracy in QC processing.
- Certificate of Accomplishment received for Lean Six Sigma Yellow Belt Project.
- Top Performance certificate received for DOA implementation.
- YB project register an annualized time savings of 39hrs.- Prepaid card
- YB project register an annualized time savings of 96 hrs.-Helpdesk
- Token of Appreciation gift received from Supplier - DHL

## **My Current Roles & Responsibilities**

- **Passing all Related Entries ON DAY TO DAY BASIS**
  - **All Utility Bills** (Journal and Payment)
  - **Sales | Purchases | Sale Return | Purchases Return | cash & Payment entries**
  - **VAT and ALL Adjustment Entries**
  - **Receipt, Payment, Contra** (Cash and Bank)
  - **Payroll entries** like salary, Deduction and all allowance
  - Closing stock and opening stock – **Physical stock update**
  - Maintaining **BANK RECONCILIATION STATEMENT** in daily basis
  - **Invoice cancellation and error corrections**
  - **LPO and Delivery Note**
  - Avoiding outstanding expenses and **managing the Petty cash**
  - Made all **Online Bank Transaction** for utilities, E- payment for RTO registration, Credit card payment
  - Manufacturing Entries with BOM ( Bills of Materials)
  - Inventory Updating as per production report.

### ➤ **Reports to Management**

- Sending Email **Petty cash, Bank Status, Cheque Status Report** to Managing Director – Daily
- **Filling Work** - Daily
- **Outstanding Report** to Sales Department for payment Clearing Purpose – Weekly
- **Sale Report, Cost of Goods Sold Report** – Monthly
- **Inter Branch Reconcile** – Monthly
- **Collection** and Vendor **Payment** report – Monthly
- **Cash Flow Statement Report** and all **Expenses Report** - Monthly
- Sending **Statement of Accounts** to all customer – Monthly
- Customers **PDC Cheque** and Supplier **Payment Cheque** reports – Monthly
- Final **Profit and Loss Accounts** – Monthly
- **Salary Processing** – Monthly
- **Inventory reconciliation** – Monthly

### ➤ **Receptionist Duties**

- **Greet and welcome** guests as soon as they arrive at the office
- **Direct visitors** to the appropriate person and office
- Answer, screen and forward incoming **phone calls**
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and **accurate information** in-person and via phone/email
- Receive, sort and **distribute daily mail/deliveries**
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep **inventory of stock**
- Update **calendars and schedule meetings**
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

### **My Pervious Roles & Responsibilities**

- Annual Leave / Sick Leave / Unpaid Leave update in oracle
- Payroll process
- Official & unofficial letter creation.
- Posting **Inter Company entries | Month end Vat entries | GL Correction Entries**
- Posting **Prepaid card | Cash entries**
- Posting **invoices, debit /credit memo, intercompany related entries, foreign invoices etc.,**
- Approving **normal, advance & prepayment QC's**
- Resolving **errors and correcting faulty** invoice while doing quality check.
- Sending **Material Received Report (MRR)** on daily basis.
- Approving QC for **Prepaid card voucher and sending for Payment in daily basis**
- Supplier Phone Calls / Email - **Helpdesk activities**
- Clearing **Old dated | Invoice on Hold | Unpaid Hold invoices**
- Sending **Reconciled SOA | Balance Confirmation | Swift details | Invoice details | invoice status| Payment details | payment processed report to supplier**
- Sending **Helpdesk Tracker** in daily basis
- Worked in multiple activities like **AGIS | ZOHO employee expenses | Invoice on Hold | AP Helpdesk | Prepayment Allocation**

**Language Known:**

- English
- Tamil
- Malayalam

**Key Strength:**

- Self Confidence
- Positive attitude
- Creative Ideas
- Problem Solving skills

**Personal Details:**

Name	:	Manimalai. S
Husband Name	:	Sudalai Muthu. M
Date of Birth	:	05.08.1995
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Passport No	:	S0793637
Address	:	Al Qusais Industrial Area 5, Dubai.

**Declaration:**

I hereby pledge solemnly that all the information furnished above is absolutely to the best of my knowledge and test of my understanding.

Date :

Yours Faithfully

Place :

(Manimalai. S)