

**SINDHU MANICKAM**

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## **Objective**

To pursue a meaningful career where there is an opportunity for me to show my expertise and valuable contribution to the growth of the organization thus enhancing my development.

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## **Personal strength**

- Ability to act and operate independently with minimal daily direction from the tope to accomplish objectives
- Ability to work cooperatively and collaboratively with all levels of employees and management
- Time management, leadership and energetic and willing to learn new for the development as needed for the company's development

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## **Professional Qualifications**

- Master of Commerce : I Class, MDT Hindu College, M.S University – Tamilnadu
- Bachelor of Commerce: I Class, Thiruvalluvar College, M.S University – Tamilnadu
- Tally ERP 9
- MS Office and other basic knowledge

## **Job profile:**

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- Purchase / purchase control over marine workshop
- Document controller
- Prepare Invoices and Vouchers
- Maintaining Petty Cash and Preparing Daily Expenses sheet
- Complete control over Receivables and Payables
- Prepare Monthly vendor Balance Summary, Ageing Report, Payments and Advances
- Fund allocation for various department as forecasting the fund receivables and reserves
- Calculate salary for the staffs and labours and settle as per norms
- Prepare Audit paper works In accordance with standards and requirements

## **Experience in DXB**

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- 2012 – 2014, 2 Years Worked in New Extreme Sports Trading LLC – Dubai as an Assistant Accountant
- 2016 – 2022, 6 Years worked with Al Shabia Workshop Equipment Services LLC – Al Jadaf, as Accountant Cum Admin

## **Personal Details**

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Date of Birth : 31<sup>st</sup> December 1985

Sex : Female

Marital Status : Married

Visa status : Husband's Sponsorship

Language Known : Tamil, English and Malayalam

***I do hereby declare that the above information is completely true and accurate to the best of knowledge.***

***Thank you***

***Sindhu Manickam***