



# Manu Madhav

Junior Accountant

## CONTACT ME

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📍 Thazhathethil house, Parli Palakkad , Kerala , India.

## EDUCATION

**BBA**  
Bharthiar university of Distance education

2017 - 2021

**Plus Two(BiologyScience)**

DHSE Govt of Kerala

2015 - 2017

## SOFTWARE SKILLS

- Tally
- Microsoft excel
- Microsoft Powerpoint
- Microsoft Word
- Adobe Photoshop

## WORK EXPERIENCE

**Junior Accountant**

2022 - 2024

**K S Earth movers and Lubricants I Palakkad Kerala**

- Accurately maintained daily financial transactions, ensuring the general ledger was consistently updated.
- Assisted in the preparation and processing of invoices and payment schedules, contributing to effective cash flow management.
- Oversaw petty cash disbursements and expense documentation, ensuring compliance with internal financial procedures.
- Supported monthly and year-end closing processes, including account reconciliations and preparation of journal entries.

## Personal Skills

- Managing Tasks and Problem solving Skills
- Strong communication and Interpersonal skills
- Able to work on my initiative or as part of team
- Proficient in computer Applications , including Microsoft Office Suite
- Ability to Adapt and Learn quickly.

## Languages Known

English - Able to Read, Write and Speak.  
Hindi - Able to Read, Write and Speak.  
Malayalam - Able to Read, Write and Speak.

## Declaration

Motivated to grow personally and professionally through consistent effort, resilient mindset, and the patience to embrace long-term goals with courage and integrity.

**Manu Madhav M**