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| photo coat ppp  **Email:**  [MANEESH.373526@2freemail.com](mailto:MANEESH.373526@2freemail.com)  **Driving License:**  India  **Languages Known:**  English, Malayalam &  Tamil  **Current Address**:  Al ain ,Abudhabi ,UAE  **Visa Status:**  Visit visa  (valid till to 01 jan 2018) | CURRICULUM VITAE  MANEESH  [MANEESH.373526@2freemail.com](mailto:MANEESH.373526@2freemail.com)  CAREER OBJECTIVE  To explore opportunities in the ever changing business world and seek a challenging career position in the field of business and management in order to leverage my skills and make significant contributions to the society and business.  area of expertise   * + Book keeping   + Inventory valuation   + Value Added Taxes like input,output   + Cash dealings   + Sales   + Partnership firm Accounting.   + Tally Erp 9     work/professional experience **1. SUPER STEEL FURNITURE INDUSTRIES ,TANALUR,INDIA** **Designation : Accountant cum Sales assistant**  **Period : June 2016 to February 2017**  **Roles/Responsibilities**     * To maintain Daybook and ledgers * To support the firm sales for high growth * Updating accounts receivables and issue invoice * Preperation of final accounts and valuation of stock * To maintain payroll * To maintain bank related dealings * To keep purchase and sales register correctly | |
| **2. ACCURATE SOLUTIONS, INTERNAL AUDITORS CHAGARAMKULAM, INDIA**  **Designation : Accountant Trainee/Assistant** **Period : Janunary 2015 to January 2016**  **Roles/Responsibilities**   * Assistance in internal audit * Preperation of wages and salary list * Asset management (acquisition,sale,transfer,written off)&depreciation * Managed accounts receivable and accounts payable * To assist senior accountant for the preperation of monthly or yearly closings * Handling payroll * Preperation of Book of accounts * Maintaining Day book,Cash book,Journal register,Purchase&Sales register,etc in electronic as well as paper mode.   EDUCATIONAL QUALIFICATIONS   * **M.com with finance (Madurai kamaraj university) - Pursuing** * **B.com with co-operation(Calicut university) - 2014** * **Diploma in Business Accounting - 2011** * **Nebosh IGC - Pursuing** * **Iosh MS - 2014** * **Diploma in Health and Safety management(DHSM)**   approved by  **IIRSM-UK - 2014**   * Basic CPR and Medic first aid   COMPUTER PROFICIENCY   * Expert in using MS OFFICE.Also basic knowledge of financial and statistical modeling using MS EXCEL * Experience in using tally erp9 * Experience in Accounting packages * Mail and Internet   DECLARATION  I hereby proclaim that the enlisted facts are authentic to the best of my knowledge | |