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|  photo coat ppp**Email:**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 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
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| **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

DECLARATIONI hereby proclaim that the enlisted facts are authentic to the best of my knowledge |