MANIKANTAN

E-mail Id: [manikantan.374217@2freemail.com](mailto:manikantan.374217@2freemail.com)

**CURRICULAM VITAE**

PROFILE SUMMARY

* 16 years of experience in Financial Accounting, Planning and Marketing in Trading and Service Industries.
* A Keen analyst with error free accounting principles that lead to transparency in reporting to internal and external stake holders.
* Skilled in handling Financial, Accounting and Audit assignments.
* Hands on experience in reviewing Balance Sheet and Profit & Loss Accounts and ensuring the integrity in the financial statements.
* Demonstrated Excellence in ensuring compliance with applicable policies, contracts regulations of the company.
* Innovative, punctual and efficient.

AREAS OF EXPERTISE

* Planning and executing monthly / quarterly / annual financial records and administering the projects.
* Reconciliation of accounts.
* Distributions of entire project pay roll activities.
* Conducting operational, financial and system audits designed to review the projects.
* Investigating project variances and submit variance reports to management.
* Human Resource and Administration Management.

**EMPLOYMENT DETAILS**

**Feb 2008 till date with MOHAMMAD AL-MOJIL GROUP – KINGDOM OF SAUDI ARABIA as Project Accounts Officer**

**Key Results area**

* On time Project progress billing invoice submission& follow ups and collection of payments
* Maintaining project-related records, including contracts and change orders.
* Review and Process supplier invoices related to project.
* Review and Process time sheets for work related to project.
* Confer with receivables staff regarding unpaid contract billings.
* Reconciliation Project accounts with client.
* Report to management on any opportunities for additional billings.
* Variance reports handling.
* Monitoring Project petty cash Expenditures.
* Preparing monthly Employees Timesheet Summary for payroll processing.
* Checking the daily timesheets against approved over time authorization.
* To provide report and proper monitoring of Gasoline tickets.
* Monitoring early quitting and Scan the people lending OT. Updating Manpower.
* Prepare monthly sick Leave report forward

**Jan 2006 to 2008 with IMPRESSION OFFSET PRINTS, India as Accountant**

**Key Results area**

* Responsible for all accounting function of the business.
* In charge for the Payables and receivable accounts
* Preparation of Balance Sheet , Profit & Loss Account of the firm
* Ensuring that all transactions are properly recorded as per rules and regulations of the firm
* Ensuring the legal compliance while preparing the financial statements
* Management reporting
* Maintenance of Financial records for accounting and audit reference.

**Jan 2002 to 2006 with HARISH AND ASSOCIATES, Chartered Accountants, India as FI – coordinator**

**Key Results area**

* Involved in the investigation of the profile and evaluation of credit worthiness of the loan applicants of TVS finance, Bajaj finance and Cholamandalam Investment Finance Co.
* Risk evaluation and verification of various documents of loan for ICICI Bank and HDFC Bank.
* Reporting the profile evaluation results to the clients.

**Jan 2001 to 2002 with APTECH COMPUTER EDUCATION, India as Marketing Executive**

**Key Results area**

* Canvassing and counselling the students for different courses conducted By Aptech education.
* Conducting seminars and Presentations In colleges and schools as a part of promoting the awareness program about the importance of technical education.

**EDUCATION**

* B.com from University of Calicut, Kerala, India
* Certificate in Tally, accounting Software.
* Thorough exposure in Operating systems , Internet and Networks

**PERSONAL DETAILS**

* Date of Birth : 01-02-1980
* Sex : Male
* Nationality : Indian
* Religion : Hindu
* Marital Status : Married
* Linguistics : English, Hindi and Malayalam
* Passport Number : K 2020758

##### DECLARATION:

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Place: Yours faithfully,

Date: Manikantan