

C O M P U T E R S K I L L S

Tally ERP

M S Office

P E R S O N A L S K I L L S

Leadership.

Ability to understand new works.

Flexible and can work under pressure.

Self starter with good analytical skill.

Proactive approach to problem solving.

Manu

Manu-392789@2freemail.com



A C C O U N T A N T & A U D I T A S S I S T A N T

O B J E C T I V E



Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills and abilities along with achieving company’s goals.

R E S U M E S U M M A R Y



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| Academic Education | : | MBA (Finance) |
| Nationality | : | Indian |
| Visa Status | : | Visiting |
| Work Experience | : | Accountant cum Audit assistant with 4 |
|  |  | years of experience in Journal entries, |
|  |  | Receivables & Payables, Vendor |
|  |  | account reconciliation, Trial balance |
|  |  | and ledger scrutiny, Invoicing, Cash |
|  |  | flow statement, Bank Reconciliation, |
|  |  | Petty cash, Inventory Management, |
|  |  | Fixed Asset register, Member of |
|  |  | internal audit team, Creation and |
|  |  | updation of client workspace in audit |
|  |  | software, Audit of Accounts and overall |
|  |  | analytical review of financial |
|  |  | statements. Forex Audit and inventory |
|  |  | management.4year experience in |
|  |  | Taxation (VAT& Service tax &TDS). |

DURATION, ORGANIZATION & DESIGNATION



Sept 2017 to Jan 2019 : Weizmann Forex Ltd, Mumbai –India. (Accountant and audit assistant)

Mar 2015 to Aug 2017 : Iyer Jain khandelwal & Co, Mumbai- India. (Accountant and audit assistant)



L A N G U A G E S K I L L S

English

Hindi

Malayalam

B R I E F J O B D E S C R I P T I O N

* Preparation of Journal entries for Cash & Bank Receipts and payments.
* Assisting accounts manager in the preparation of monthly VAT Service tax and TDS working. Make final checking and forwarding the same for online filing.
* Process account receivable, payables and customer account reconcili-ation.
* Verification of Trial Balance & Ledger scrutiny.
* Monitoring and ensuring that all accounting records are up-to-date.
* Prepares and updates files for payment documents, invoices, vouch-ers.
* Preparation of MIS, Cash flow statement.
* Reconciliation of bank statements on daily and monthly basis
* Preparation of petty cash voucher cash and bank payments.
* Inventory Management through stock audit.
* Review of day to day transactions, Book Keeping
* Managing Fixed Assets Register.
* Handling internal audit, making audit reports.
* Managing the auditors in different client places and collecting MIS from them and submitting to management & visiting the client places whenever required.
* Handling Forex KYC audit and Forex inventory management.

PROFESSIONAL CERTIFICATION & ACADEMIC EDUCATION

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| M B A 2014 | : | Bharathiar University, Coimbatore |
| B B A 2012 | : | Bharathiar University, Coimbatore |