MANOOP 

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**COST AND MANAGEMENT ACCOUNTANT (CMA) INTER WITH 6+ YEARS EXPERIENCE IN ACCOUNTS AND AUDITS**

Career Objective

Achievement-driven professional, successful in managing finance operations and contributing higher rate of organic growth; targeting middle/senior level assignments in Finance & Accounts with a leading organization of high repute.

Career Summary

Cost and management accountant (CMA) inter with 6+years of experience in accounting, internal auditing and tax related matters with creative problem-solving ability and can-do attitude in all spheres of work and life.Skilled in handling accounting and audit assignments, coordinating with the management and Successfully completing the assignments within agreed time period.

Professional Experience

**Sr. Accounts Executive(October 2018 - Present)**

One of the major Non govt company in Kerala, India that deals with business services business from last 17 years in areas including Media, Education, Health etc.

**Job Profile**

* Managing entire financial activities of the company,such as Receivables,Payables,Procurement.
* Daily reconciliation of Bank Statement.
* Bank facility management such as TT,LC,Cheque discounting, etc.
* Preparation of monthly aging report to monitor the receivables and ensuring prompt follow-up of outstanding accounts, occasional customer visits if necessary to expedite the settlements.
* Timely processing of invoices according to specified payment terms.
* Finalization of accounts for yearly closing.
* Posting of entire accounting entries related to receivables, payables, petty cash etc.
* Process and issue salary through manual payroll checks, banking and direct deposit.
* Liaise with company’s internal and external auditors for the periodic audits.
* Handling all tax related matters of the company.

**SUNCO**

**Kundara, Kollam, Kerala**

**AccountsManager(Feb2015-July 2018)**

SUNCO is a Trading organization in the field of wholesale distribution of engine oils from Various companies such as Shell Lubricants, GS Caltex, ENI etc. and also vehicle parts from Bosch.

**Job Profile**

* Managing account receivable activities of the company.
* Follow up with customers on payment and resolving any graveness such as sales return, credit note issues.
* Bank facility management such as chequediscounting, invoice discounting.
* Reconciliation of customer statement of accounts.
* Ensure monthly statements are prepared and send to customers on time.
* Proposing credit limit to management on new customer account after review,

Customer’s credit worthiness/market reputation through third party verification.

* Posting of Bank Receipt Voucher, General voucher, Petty cash etc.
* Manage filing and archiving of the related record.
* Liaise with company’s internal and external auditors for the periodic audits.
* Managing petty cash of the company.
* Handling all tax related matters of the company.

**Plantation corporation Kerala Ltd (March 2014 -January 2015)**

**Pathanamthitta, Kerala**

**CMA Professional trainee**

Plantation corporation of Kerala ltd is the Largest Plantation company In Public sector formed by Kerala Govt, for the purpose of accelerating the agro - economic development of Kerala

**Job Profile**

* Preparation of Financial statements
* Consolidation of Branch & Head office Accounts
* Preparation of Bank Reconciliation Statement
* Preparation of Various schedules
* Computerized Accounting, Tax related Matters

**Aji Daniel & CO. Chartered Accountants**

**Kundara,Kollam,Kerala**.

**Accounts &Audit Executive (July 2013– March 2014**)

**Job Profile**

* Performed Audit of Firm’s Book of Accounts periodically.
* Maintenance of books of accounts for the clients.
* Performed daily basis of recording transactions, reconciliation with banks.
* Assisted in Internal Audit, Managing accounts, Preparation and analysis

of accounts payables and receivables.

* Preparation of receipts and payment for the month and year.
* Periodic Audit works of Higher education Institutions, Hospitals and Banks.
* Provided explanations & solutions for the work done.

Academic Background

* **Cost and Management Accountant (CMA) Inter** from Institute of Cost and Accountants of India -2012
* **Bachelor of Commerce (B.com)** from Kerala University, 2008-2011
* **Plus two** from Kerala HSE Board, 2005-2007.

Technical Skills

* Accounting Packages-Tally ERP 9(GST)
* MS Office.
* Adaptable to any new ERP Accounting Software

Personal Information

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| **Date of birth** | **25/12/1989** |
| **Nationality** | **Indian** |
| **Date of Expiry** | **30/06/2025** |
| **Visa Status** | **Visit visa (expires on 11/05/2020)** |
| **Languages known** | **English, Hindi, Malayalam** |

**Declaration**: I, hereby declare that the above furnished information is true and genuine to the best of my knowledge**.**

**Manoop**