**MANJU**

[**MANJU.44206@2freemail.com**](mailto:MANJU.44206@2freemail.com)

**PROFILE**

* Visa Status : Residence Visa
* Nationality : Indian
* YOB : 1981
* Languages known : English, Hindi, Malayalam

# EXPERTISE

A successful **Accountant** with more than **14 years** of experience in all aspects of accounting.Having associated with the management for last 11years, proved to be a consistent performer, adaptable and cooperative in multicultural environment with multi-tasking capability.

Hands on experience in

|  |  |
| --- | --- |
| * **ManagementAccounting** | * **Cash Management** |
| * **Accounts Payable andReceivable** | * **Payroll** |
| * **Inventory Control** | * **Auditing (Internal and External)** |
| * **Invoicing & Purchase Orders** | * **Bank & Statement Reconciliations** |

Duties include

* Assists in the financial management policies and preparation of the financial reports of the organization.
* Checking agreements of customers.
* Monitors expenditure, prepares monthly financial statements and prepares management reports.

**EXPERIENCE**

**MONACO HOTEL L.L.C, DUBAI, U.AE. Presently from Dec’2013**

**SAN MARCO HOTEL L.L.C, DUBAI, U.AE. Mar’ 2006 - Nov’2013**

(Both properties belong to Monaco Group of Companies)

**Accountant**

**JobResponsibilities:**

1. **Accounting:**

* Preparation of financial statements on monthly & yearlybasis.
* Generation of monthly closings of accounts after the reconciliation &provisions.
* Monthly scrutiny and reconciliation of all theledgers.
* Cash management - verifying daily cash collections &pettycash.
* Preparation of Sales Contract, Purchase Order andconfirmations.
* Preparation of payroll forstaff.
* Control of current &postdatedchequesissued.
* Correspondence with Suppliers, Customers &Bank.
* Liaison with the company’s external auditors.

Accounting Software is using Fortune Enterprise V6.3.

1. **Bank:**

* Monitoring financial position on a dailybasis
* Daily reconciliation of Bank Accounts and get reversal of unusual charges, if anydebited.
* Supervision-controlofdepositsofCash/Cheques,InwardremittanceandCashWithdrawal&Outward Remittance.

1. **Accounts Receivables &Payables:**

* Periodical reconciliation of Receivables andPayables.
* Ageing analysis of Receivables and Payables.
* Control and follow up on a daily basis for Accounts Receivable i.e. one week prior to expiry of the credit period/due date.
* Timely reminders to Debtors & recoveries.
* Arrange payments to Payables.

1. **MIS:**

* Preparation of Daily Flash Report for the Management i.e. Bank Position, Sales Report, Collection Report etc.
* Perform clerical/administrative functions. Enter data, type; generate work orders; handle phone calls and incoming mails.
* Ensure prompt maintenance of staff records at all times including archiving and filing.

**4 S GLOBAL, KERALA, INDIA. Dec’ 2004 - Feb’2006**

**Assistant Accountant**

**Job Responsibilities:**

• Correspondence with suppliers, clients, creditors and debtors.

• Duties of accounts payables and accounts receivables.

• Administrative interaction with management, staff and workers.

• Handling of all the vouchers (Invoice, Purchase, Journal Voucher, Payment, Petty Cash, Bank, Chequesetc).

• Maintaining of all the supporting accounts.

• Preparation of banking statements, transactions and reconciliation.

• Preparation of purchase orders for inventory and asset purchases.

• Duties of material controlling and documentation.

**BALAN & COMPANY CHARTERED ACCOUNTANTS, KERALA, INDIA. Aug’ 2002 - Nov’2004**

**Audit cum Account Assistant**

**Job Responsibilities:**

* Client’s Books of Accounts Maintenance.
* Assisting the Auditors for Annual Income Tax and Bank Auditing.
* Petty Cash management
* Dealing Bank formalities such as Bank deposits and payments, Follow up of inward remittances, Correspondence etc.
* Sales Tax Return Statement Preparation
* Filing of Income tax annual return

**EDUCATION**

**Bachelor of Commerce from MG University, Kerala, India. ‘2002**

**Diploma in Computer Operations.**

**SKILLS**

**Computer & IT:**

* + Microsoft Office™ (Word™, Excel™ PowerPoint™) / Windows™ (7™, Vista™, XP™)
  + Accounting Softwares – Tally 9.0 and Fortune 6.3

**Strengths:**

* + Enthusiastic and trustworthy
  + Time management
  + Relationship building
  + Cope up with challenges
  + Willingness to learn
  + Follow through

**REFERENCES**

* Available upon request.