

# MANJUSHA BAIJU

## Accounting Executive



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### Work Experience:

#### RAZ Documents clearing Services & AZZA Travel & Tourism Dubai: ADMIN CUM ACCOUNTANT (June 2019 to Till Date)

- Handle cash, credit or cheque transactions with customers.
- Keep accurate records for all daily transactions.
- Accounting all daily transactions in **EXCEL**.
- Prepare invoices & receipt voucher for company clients and customers.
- Ensure accruals and prepayment concepts are applied to processed transactions.
- Reconcile bank statements.
- Handling phone calls and responding through e-mails.
- Preparing PDC list of Debtors & Creditors for making payment follow-up.
- Process Bank transactions like deposit cheques & cash and withdrawal.
- Reporting to Manager.
- Posting journal entries in **TALLY** (AZZA OFFICE)

#### Emelco Technical Services LLC Dubai, UAE: ACCOUNTANT (April 2019 to May 2019)

- Accounting transactions through **PEACHTREE**
- Handling customer service by arranging technicians to each customers.
- Compile data for quarterly **VAT** returns.
- Preparing invoices and Bank Reconciliation.

- Preparing outstanding list of Debtors & Creditors for making payment follow-up.

#### Gulf General Trading, Dubai: ADMIN cum ACCOUNTANT (May 2017 to April 2018)

- Preparing quotations and Invoices.
- Perform administrative tasks, such as taking minutes of meetings, handling phone calls, and responding to emails.
- Reconcile bank statements.
- Prepare and review expenses and invoices.
- Logistics documentation handling.
- Stock taking for Audit.
- Maintain filing and digital & physical records of invoices and contracts.
- Reporting to the General Manager.

#### Radhakishin General Trading L.L.C, Dubai ACCOUNTANT (May 2013 to Dec 2016)

- Post and process journal entries to ensure all business transactions are recorded in **TALLY**.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Prepare and update PDC lists.
- Reconcile bank statements.
- Assist in the processing of balance sheets, income statements and other financial statements .
- Prepare WPS
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.

- Assist senior accountant in the preparation of monthly/yearly closings.
- Shipping document preparation.
- Compile and analyse financial information and document business transactions.
- Reporting to the Chief Accountant.

**Esskay Industries Cochin-India, ACCOUNTANT  
(From Sept 2011- Sept 2012)**

- Posting journal entries in **Tally**.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Reporting to the General Manager

**Software Experience**

Tally &

Microsoft office: (Excel & Word).

**Personal Information**

Nationality : Indian

Date of Birth : 24/11/1987

Marital Status : Married

Visa Status : Husband Visa

**Languages:**

English

Malayalam

**Education**

**MBA** in Finance & IB ( Mahatma Gandhi University passed in 2011)

**B.Com** (Calicut University passed in 2008)