

Deji Manna

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Work Experience

Accountant

NEW DELMON STATIONRY LLC

June 2017 to Present

Accountant

Accountant

June 2017 to June 2017

with Himgiri, India from 8 Aug- 2013 to 1 June- 2014

Experience as an Accountant cum Admin:

- Daily Bookkeeping and Accounting processes including- A/R, A/P, Invoice & DO preparing, Credit note, Debit note, Payroll, Monthly Bank reconciliation, WPS creation.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Execute monthly payroll activities - (Attendance, advances, overtime, allowances, bonus, main salary sheet)
- Prepare monthly, quarterly and annually financial report.
- Carrying out payment transactions, and verifying the accuracy of invoices, purchases, receipts and other accounting documents and orders.
- Maintained Inventory management system for product, or vendors.
- Assisting in recording monthly expenses transactions.
- Maintains and balances inter- company accounts by verifying, allocating, posting, reconciling transactions.
- Prepares Cash flow statement.
- Compute taxes & prepare tax returns.
- Payment Follow up.
- Petty cash handling.
- Maintain files and records with effective filing system.

Accountant

ZYDUS CADILA ltd

2012 to May 2015

Education

MBA in Finance

Centurion University of Technology and Management

2014 to 2016

CERTIFICATE

U. N College - Balasore, Odisha, IN
2010 to 2013

HSC

Panchyat High school

Skills

BANK RECONCILIATION, RECONCILIATION, RECEIVABLES, ACCOUNTS PAYABLE, PAYROLL

Additional Information

Key Skills:

- MS.Word, Excel, Power point, Internet & Email.
- Tally Erp 9.0
- Accounts Payable.
- Receivables.
- Inventory Controls.
- Payroll.
- Deposits.
- Cash-flows.
- Bank reconciliation
- Documentation.
- WPS creation.