

CURRICULUM VITAE

Manoj Menon

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OBJECTIVE:

To obtain a suitable position in pursuance of promising career where I can make use of skills and experience for the growth of the Organization, in conjunction with recognition and encouragement for hard work and sincerity.

PROFESSIONAL EXPERIENCE:

- 9 Years' Experience : Accountant, Blue Bird Packaging LLC, Logistics, Trading , & Warehousing Company, Dubai
- 5 Years Experience : Project Accountant, TAV Constructions, Dubai
- 10 Years Experience : Chief Cash Officer, General Trading Co, India
- Purchaser cum Administrator, Constructions Co, India

EDUCATIONAL QUALIFICATION:

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| 1. Master of Business Administration | University of Annamali [Not Completed] |
| 2. Bachelors Degree | University of Calicut |
| 3. Diploma Computer Application | Board of Kerala Govt. Tech. Educations |
| 4. Tally Graduate | Tally Solutions Pvt. Ltd. |

ACCOUNTING FUNCTIONS:

- All Accounting works - Payment, Receipt Voucher and posting all Vouchers on system.
- Calculating, Submitting VAT dues and file to maintain with all documents for FTA
- Issuing Legal Corporate Invoices and Issuing Post/Current Dated Cheques to various parties.
- Preparing Monthly Management Report, P&L, Accounts Receivable & Accounts Payable, Sales Summary, Stock Summary & Observation, overall feedback and recommendations.
- Reconciling Bank Statement and Ledger Reconciliation (AR & AP).
- Processing operating, administrative & financial expenses and provision in the system
- Liaising with the Auditors for preparing Balance Sheet & PL and ensure with Admin Assistant all fixed assets are in the Fixed Assets Register.
- Preparing Staff & Laborers Salary through WPS as per Contract/Offer Letter.
- Finalizing the Monthly /Yearly reports and assist Management in Business Control Tasks.

- Control Petty Cash and Site running Cost and inform to Technical Dept and Preparation of Site Budget coordinate with Project Cost Control Dept.
- Physical verification Stocks and Reconciles with the Ledger Balances.

ADMINISTRATIVE FUNCTIONS:

- Involvement and negotiation in Purchase & Sales and coordinate with Supplier and Customers.
- Processing operating, administrative & financial expenses and provision in the system.
- Assist GM in Monthly Report, Budget and other requirement and attend Physical Stock take every quarterly and ensure instruction forwarded by the GM are followed.
- Assisting GM with HR & Staff Welfare (Visas, Air Tickets, Medical, Insurance, Annual Leave).
- Set-up meeting with Management related to Turnover, Overhead Expenses, Budget and Stock.
- Follow-up of Security Deposits and maturity of Bank Facilities.
- Assist Administrator and the GM in Business Control Tasks.
- Reviewing system reports settings and analyses to propose improvements.
- Supervise and ensure the efficient working of all financial transaction in the organization.
- Daily Check the Laborers Attendance and Proper guideline given to Time Keeping Dept.
- Keeping Staff Record and arrange Visit Visa / Employment Visa at proper time
- Procurement & Purchase of Packaging Materials and printing items on requirement

PERSONAL PROFILE:

Name	:	Manoj Menon
DOB	:	30 th May 1969
Marital Status	:	Married
Citizenship	:	Indian,
Country of Residence	:	Dubai, United Arab Emirates
Language Proficiency	:	English, Hindi, Malayalam.
Current Visa Status	:	Residence Visa & 08 th April 2021

U A E Driving License : 1921660/Exp 25.06.2023/AG/DUBAI

DECLARATION:

I hereby solemnly declare that all the details furnished above are true & correct to the best of my knowledge & belief.

Truly,
Manoj Menon