



MUNAVIR KOORIPARAMBIL

Mobile: +971 529 349 771

E-mail: munavir.koori@gmail.com

Visa status: Employment Visa

Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Stratallig General Trading LLC- Dubai, Oman **Nov 2020 Present**
Designation: Senior Accountant

Duties & Responsibilities

- Maintain day to day books of Accounts in Tally
- Maintaining petty cash
- Prepare & maintain schedule of PDC
- Managing Purchase, Sales, Accounts Receivables & Accounts Payables
- Maintain the general ledger
- Inventory Management
- Review monthly Bank Reconciliation
- Managing WPS, Staff Gratuity Calculation
- Prepared and Submitted VAT/TAX entries and Return
- Prepare Monthly P&L Report
- Finalization Of Accounts

Olive Medical Equipment Trading-Abu Dhabi **Jan –Oct 2020**
Designation: General Accountant

Duties & Responsibilities

- Maintaining petty cash
- Prepare & maintain schedule of PDC
- Maintain the general ledger
- Managing Purchase, Sales, Accounts Receivables & Accounts Payables
- Review monthly Bank Reconciliation
- Managing WPS, Staff Gratuity Calculation
- Handling Purchase Department

Al Mandaloun Restaurant G – hospitality group-Dubai **2016-2020**
Designation: Accounts Assistant

Duties & Responsibilities

- Managing Petty cash
- Prepare Journal Entries
- Managing Accounts Receivables & Payables
- Prepare & maintain schedule of PDC
- Review monthly Bank Reconciliation
- Managing Purchase Section

Jubilee Air Travels of India

2015 -2016

Designation: Senior Accountant

- Maintain day to day books of Accounts in Tally
- Analyze, reconcile, balance and maintain accounting records
- Reading and analyzing BSP reports
- Maintain listing of accounts payables
- Assist with tax computations and returns
- Bank reconciliations

Akbar Travels of India Pvt . Ltd

2013-2015

Designation: Assistant Accountant

- Maintain day to day books of Accounts in Tally
- Reading and analyzing BSP reports
- Maintain listing of accounts payables
- Prepare & maintain schedule of PDC
- Bank reconciliation

Educational Credentials

M.B.A Financial Management- Annamalai University (2013-2015)

B.COM Commerce & Management Studies- Calicut University (2010-2013)

Other Skills

- Advanced Certified Professional Accountant (ACPA)
- Diploma in Computerized Financial Accounting
- MS Office applications (Proficient in MS Excel and Word)
- Accounting Software: Tally Prime Gold, Peachtree

Personal Profile

Nationality : Indian
 Date of Birth : 10th May 1990
 Sex : Male
 Marital Status : Single
 Passport No : K6730500
 Languages known: English, Hindi, Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

MUNAVIR KOORIPARAMBIL

Date: