

## MANJU NITHEESH

United Arab Emirates | Husband Visa  
0501849836 | manjum9995@gmail.com

### PROFESSIONAL SUMMARY

Experienced accounting professional with over 4 years of experience in tax filing, financial reporting, and statutory compliance. Adept at managing portfolios of 20+ clients across multiple sectors. Skilled in Tally ERP and Microsoft Excel, with a proven track record of supporting audits, improving tax efficiency, and maintaining accurate financial records.

### PROFESSIONAL EXPERIENCE

#### Tax Accountant Assistant

Prime Tax Solution, Ernakulam, Kerala | January 2021 – July 2023

- Managed tax filings and statutory compliance for 20+ clients across retail, manufacturing, and service sectors, ensuring 100% on-time submissions.
- Advised clients on tax planning, resulting in a 15% improvement in tax efficiency through strategic advisory.
- Prepared tax returns, financial reports, and invoices using Microsoft Excel and Tally ERP.
- Collaborated with auditors, contributing to successful audit completions with minimal discrepancies.
- Resolved client tax authority queries, achieving a 90% first-response resolution rate on tax authority queries.
- Maintained comprehensive financial records, enhancing audit readiness and transparency.

#### Accountant Assistant

T.J Associates, Ernakulam, Kerala | January 2018 – December 2020

- Generated monthly Balance Sheets, Profit & Loss Statements, and Cash Flow Statements, supporting accurate decision-making.
- Oversaw accounts receivable, reducing outstanding payments through effective follow-ups.
- Conducted regular account reconciliations, ensuring financial accuracy.
- Performed bank reconciliations and maintained daily cash books with zero discrepancies.
- Assisted with payroll processing for employees, expense reviews, and statutory compliance.
- Managed month-end closing activities, including prepayments and adjustments.
- Processed trade invoices and maintained up-to-date ledgers in Tally ERP.

### EDUCATION

Bachelor of Commerce (B.Com) in Finance  
Sree Krishna College, Calicut University, Kerala | August 2014 – April 2017

Professional Diploma in Tax Practice  
Government of Kerala Initiative

**SKILLS**

- Accounting Software: Tally ERP, Microsoft Excel
- Financial Operations: Reporting, Tax Compliance, Tax Filing
- Bookkeeping: Bank Reconciliation, Journal Entries, Invoicing
- Audit Support: Documentation, Compliance Review
- Communication: Client Advisory, Team Collaboration

**ADDITIONAL INFORMATION**

- Languages: English, Malayalam, Hindi
- Work Authorization: Husband Visa (Immediate Availability)