

MANEESH K S

Flat No.S10, Hor Al Anz
Near Abuhail Metro Station,
Dubai, United Arab Emirates.

A highly efficient and competent professional with an ability to ensure that company operates in a profitable way in accordance with management guidelines and internal control system. Well-presented and highly personable, with a deep knowledge of accounts & financial management. Keen to find a challenging managerial position with a successful and ambitious company that offers opportunities for career development and advancement.

EXPERIENCE

ACCOUNTANT

01/09/2024 - PRESENT

TITAN SEAS SEAFOOD PROCESSING LLC

- Maintain accurate of cash and bank transactions, ensuring all entries are properly documented.
- Manage B2B purchase transactions, including processing and recording purchase expenses.
- Oversee B2B and B2C sales transactions, including the issuance of credit notes and debit notes
- Responsible for compiling Accounts Payables & Receivables
- Preparation of Sales Invoices, Time sheet of employees and Payroll of employees.
- Inventory & purchases, sales coordination with local suppliers
- Reconcile bank statements with internal records to ensure accuracy and identify discrepancies.
- Maintaining records, Filing systems and Daily & Monthly Report.

ACCOUNTANT

01/08/2023 - 31/07/2024

B HARIKUMAR & ASSOCIATES

- Maintain accurate of cash and bank transactions, ensuring all entries are properly documented.
- Manage B2B purchase transactions, including processing and recording purchase expenses.
- Oversee B2B and B2C sales transactions, including the issuance of credit notes and debit notes.
- Prepare financial statements to reflect the company's financial position and performance.
- Perform GST reconciliation to ensure compliance with tax regulations and accurate reporting.
- Prepare payroll, calculate leave of absence (LOP), and ensure accurate employee compensation.
- Maintain a stock register, keeping track of each stock item and its movement.
- Issuing and receiving of Post Dated Checks.
- Reconcile bank statements with internal records to ensure accuracy and identify discrepancies.
- Calculate interest on credit card accounts and manage related financial entries.

ACCOUNT ASSISTANT

01/01/2022 – 31/12/2022

MASH STEEL Constructions Contracting LLC Dubai UAE

- Responsible for compiling Accounts Payables & Receivables
- Petty Cash Management
- Preparation of Sales Invoices, Time sheet of employees and Salary of employees
- Preparation of Daily & Monthly Report
- BRS preparation
- Maintaining records and Filing systems

SENIOR ACCOUNTANT

25/02/2008 – 12/10/2021

ACCOUNTS & FINANCE - MUTHOOT FINANCE, New Delhi

- Heading Accounts and operations of the company
- Preparation of salary statement and monitoring Bank account opening procedures.
- Manage the team while delegating work, updating them with latest trends & techniques in the process for improvements in work
- Monitor the fund flow and cash flow statements to review the inflow and outflow of funds and ensure the optimum utilization of available funds to accomplish organizational goals.
- Fixed Assets Management.
- Overall responsibility of accounts work and administrative matters of the Region.
- Personal Loan, Home Loan, Money Transfer - Domestic and International.

EDUCATION

- ❖ **Post Graduation (PG)** – MBA –Annamalai University – 2016 - 2018
- ❖ **Graduation (UG)** – B.Com- MG University – 2003 - 2006
- ❖ **Higher Secondary (HSS)** – Board of Higher Secondary Examination – 2001 - 2003
- ❖ **SSLC (HS)**– Kerala Educational Board – 2000-2001



CONTACT

ADDRESS:

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Kumplampoika P.O,
Pathanamthitta, Kerala
India 689661

PASSPORT NO : R3228130
DRIVING LICENSE : 4564394
VISA STATUS : RESIDENT
VISA EXPIRY : 02/08/2025

PHONE:

+971 523548779

EMAIL:

kmanesh40@yahoo.com

PERSONAL DETAILS

D.O.B : 11/05/1986
FATHER : SUDHAKARAN
MOTHER : PUSHPA
SEX : MALE
NATIONALITY : INDIAN
STATUS : MARRIED

LANGUAGES

MALAYALAM
ENGLISH
HINDI
PANJABI

SKILLS

Tally Prime
Tally ERP9
Outlook
Gmail
MS Excel & Word