



E-mail:
manafmarakkar@gmail.com

Areas of Expertise:

- Accounts Management
- Budgeting & Fund Planning / MIS / Costing
- Auditing / Taxation / Commercial Functions
- General Administration

Personal Data

Date of Birth : 14-10-1987
Sex : Male
Nationality : Indian
Marital Status : Married
Passport No. : K5093462

License Details

UAE Driving License No: 2321799
Issue Date : 30th Mar 2017
Expiry Date : 29th Mar 2027

Languages Known :

- English (speak, read & write)
- Malayalam (speak, read & write)
- Hindi (Speak, read & write)

Technical Qualification :

- Certification in TALLY & Peachtree
- Experience in Focus, Insta HMS, SAP
- Windows XP & Vista, Windows 7
- Knowledge in QuickBooks
- MS Office (Excel, Word, Powerpoint)
- Photoshop

Career Objective

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business and technological advancements.

Academic Qualification

- MBA FINANCE & MARKETING KERALA UNIVERSITY,INDIA (2012)
- B.COM, MG UNIVERSITY, INDIA (2009)

Technical Skills

- MS Excel
- MS Word
- MS PowerPoint
- Windows 7

Professional Experience

❖ **Al Akmal Auto Spare Parts Trading LLC, Al Ain, UAE**
Designation: Accountant (August 2020 to July 2021)

- Processing and Accounting of Payables and Accounts Receivables.
- Supplier & Customer Reconciliations
- Budgeting & Petty cash Management
- Invoicing & Follow ups
- Preparation of Credit Notes & Debit Notes
- MIS Reporting.
- Inventory Analysis & Analyzing variances
- Physical Stock Checking & Analyzing Variances.
- Supporting in the Preparation & Finalization of financial statements
- Preparing supplier cheque & Entering cheque Collection from the debtors
- Arranging Finance from Banks & financial institutions for fund based and non-fund-based requirements
- Cash Flow & Fund Flow Statements.
- Entering financial information into appropriate software programs
- Budgeting

❖ **Canadian Medical Centre (Head Office), Abu Dhabi, UAE**

Designation: Accountant (Sep 2017 to June 2018)

Software: Focus, Insta HMS

- Handling & Reconciling Hospital and Pharmacy Daily Cash with system
- Dealing with the more than 400 supplier on monthly basis for their Payments
- Ensures that all payments are paid timely and critical payments are appropriately managed
- Establishes and supports a set of core accounts payable metrics for monitoring and communicating levels of performance
- Reviews periodically accounts payable internal controls to ensure compliance
- Verifying balances in account books and rectifying discrepancies
- Reconciling the suppliers and customers Accounts on monthly basis
- Reporting on debtors and creditors
- Revenue and Expenses posting in Focus and cross verifications
- Intercompany reconciling on monthly basis
- Bank reconciliation

❖ **Bin Ali Group of Companies, Abu Dhabi, UAE**

Designation: Accountant (August 2015 to August 2017)

- Processing and Accounting of Payables and Accounts Receivables.
- Inventory Analysis & Analyzing variances.
- Budgeting & Petty cash Management
- Documentation for Import.
- Managing payroll
- Invoicing
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Secures financial information by completing database backups.
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Bank Reconciliation Statement.
- Preparing supplier cheque & Entering cheque Collection from the debtors
- Resolving errors in financial reports and correcting faulty reporting methods
- Entering financial information into appropriate software programs
- Cash Flow & Fund Flow Statements.

❖ **Jyothi Enterprises**

Designation: Senior Accountant (April 2009 to June 2010 & September 2012 to February 2015)

- Reconciliation of Customer Accounts & Clearing of Grievances.
- Releasing of invoices & Invoice creation and error correction
- Customer and GL account clearing.
- Day to day entry.

- Preparation of fund flow and cash flow statement.
- Bank reconciliation and interest calculation.
- Payroll preparation and salary payment.
- Sale order creation and editing.
- Issuing of Credit Notes for the returns.
- Preparation of Statement of Accounts.
- Budgeting

Declaration

I hereby declare that the above information is complete to the best of my knowledge.

Date:

Yours Faithfully
Marakkur K.A

Place: INTERNATIONAL CITY, DUBAI
