



SREEHARI T MANOHARAN

ABOUT ME

I'm an extremely motivated individual with excellent knowledge of finance & accounting procedures. Able to handle multiple tasks on a daily basis on a creative approach to solve problems and eager to learn new skills. I am honest and trustworthy personality and flexible in my working hours.



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Dubai | UAE

VISA & PASSPORT DETAILS

VISA TYPE: VISITING

VISA EXP : 22/04/2022

PASSPORT No: V0866218

PASSPORT EXP: 30/03/2031

PERSONAL PROFILE

Date of Birth: 12/02/1998

Marital Status: Single

Nationality: Indian

Gender: Male

LANGUAGES KNOWN

ENGLISH



HINDI



MALAYALAM



CAREER OBJECTIVES

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

WORK EXPERIENCE

Jr. ACCOUNTANT | CHEMPOINT (1.4 Years)

- Performed bank reconciliations.
- Prepared monthly invoices for clients.
- Execute Payments and record accounting & financial transactions with the appropriate source documents.
- Prepared financial statements
- Maintained and reconciling fixed assets schedules
- Prepared of accounts payable, general ledger and responsible for maintenance of all accounting books and records.
- Follow-up for payments with the clients
- Performed bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
- Maintained general office files, including job files, accounts files, and other files related to the company's operations.
- Handled petty cash and other day to day transactions.
- Handled organizational clerical duties such as maintaining records, preparing reports and documents, including office correspondence and Memos.
- Prepared day today reports and other reports on the request
- Create and update records ensuring accuracy and validity of information.

Jr. ACCOUNTANT | 3rd EYE SECURITY SYSTEM (6 Months)

- Handled Cash & Cheque transactions
- Handled customer's Complaints/ Enquiry via phone calls and emails.
- Provided professional customer support with a positive and empathetic attitude to Ensure customer satisfaction at all times.
- Post and process data entries to ensure all business transactions are recorded.
- Assisted associates such ways that optimize procedures.

ACADEMIC QUALIFICATION

- **BCom (Bachelor of Commerce)**
Specialization: Finance
University: Calicut University

PROJECTS UNDER INTERNSHIP

- "Consumer behavior towards Nirapara products of KKR groups of companies", Kalady.

TECHNICAL SKILLS

- **Tally** – sound knowledge of end tally process
- **MS Excel** - Advanced Excel skills including statistical analysis and database management.
- **MS Word** – Document Preparation

SKILL SETS

- Excellent interpersonal skills. Ability to work with and communicate effectively at all levels of management.
- Ability to manage multiple projects simultaneously and work independently.
- Advanced analytical and reporting skill combined with excellent communication skill
- Thorough knowledge of Accounting
- Willingness to learn new things.
- Smart worker flexible to work in a team and having good problem solving skill.

I hereby declare that the above written particulars are true and best of my knowledge and belief.

SREEHARI T MANOHARAN