



MANIKANDAN RADHAKRISHNAN
Sharjah UAE
+971556397466 | manigandan.r1710@gmail.com

OBJECTIVE

To work with a professional group that will utilize my knowledge and skills towards the contribution to the success of the company. I wish to utilize my proficiency in principles of accountancy and computer application like Tally, Sap & Oracle towards effective performance of my duties.

EXPERIENCE

01.05.2009 - 08.02.2012 Accounts Executive	Mohan Mutha Exports & Translogitics Pvt Ltd
04.03.2012 - 03.05.2014 Account Assistant	Royal Concrete Products LLC (UAE)
26.01.2015 - 31.12.2016 Accountant	Citadel & Snappy Advertising LLC (UAE)
28.01.2017 - 25.07.2019 Internal Audit Assistant	Saveetha Institute Of Medical & Technical Sciences (Saveetha University)
01.09.2019 - 10.01.2022 Senior Accountant	Marvel Aluminum And Glass Industries LLC(UAE)

DUTIES AND RESPONSIBILITIES.

- Preparation of Fund plan and submit to the Management on daily basis.
- Preparation of Monthly Sales Reports.
- Invoices from the Company Vendors.
- Preparation of Bank Reconciliation Statement on daily basis.
- Responsible to keep a track of all PDC Payables.
- Maintaining cash Flow statement, petty Cash books & Subsidiary books.
- Preparation of WPS (Wages protection System) on month basis for Employees.
- Preparation of all provisions for Leave Salary, Gratuity & Air passage.
- Responsible for Monthly Accounts closing and passing necessary journal entries.
- Interacts With Internal and External auditors in Completing Audits Reports.
- Preparing of Trial Balance Report and Submit to the Management on Quarterly basis.
- Preparation of Value Added Tax Report Submission on Quarterly basis (Purchase invoice vat and Sales Invoice vat)
- Preparation of Balance sheet report and interacts with internal auditor and submitting on Year Basis.

EDUCATION

- **Nazareth College of Arts & Science/ Madras University**
2009
Bachelor of commerce
75%

- **Board of Higher Secondary School/Madras University**
2005
Raja National Matriculation Higher Secondary School
80%
- **Board of Secondary school/ Madras University**
2003
Raja National Matriculation Higher Secondary School
72%

SKILLS

- ERP Package- Tally 9.0 • SAP R/3 • QuickBooks • Working Knowledge of Various Accounting Software.
- Vlookup • Pivot Table • MS Office, 2007, 2010 and XP • Internet & Email- Internet Explorer

LANGUAGE

- English, Hindi, Malayalam, Tamil

ACTIVITIES

- Playing Cricket

ADDITIONAL INFORMATION

- Date Of Birth 17.10.1987
- Place of Birth Palakkad (Kerala)
- Father Name Radhakrishnan VeluNair
- Mother Name Prasanna Kumari MadhavaNair
- Nationality Indian
- Passport Number T3276537
- Passport Expiry Date 31.01.2031
- What's App Number 0556397466
- Contact Number 0556397466

DECLARATION:

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

MANIKANDAN RADHAKRISHNAN.