From

Manu Scaria

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To

The Human Resource Manager

Dear Sir/Madam,

I am attaching a copy of my resume for your due consideration.

**I am a Master of Commerce , Post Graduate having 2.2 years experience as Accountant Mamparambil Group in Kerala, India**

I am hardworking, dedicated and willing to take on responsibility and challenge. If given the opportunity to work in your prestigious organization, I shall endeavor to fulfill the requirements of the position to the best of my ability and to the satisfaction of the management.

I am a person who is open to criticism and view failures as an opportunity to learn and stepping stone to success. I am a good team player with great desire to learn.

Thanking you in anticipation for your favorable response.

Yours truly

**Manu Scaria**

**PH: +91 9633502360**

**+91 8921510972**

 

**Manu Scaria**

Career Objective

To work in a professional and challenging environment where I can be an asset to the company and simultaneously grow professionally within the organization.

**Personal Details**

Name Manu Scaria

Age & Date of birth 23 Years, 11/10/1994

Nationality Indian

Sex Male

Marital Status Single

Passport No L7975122

Languages known English, Hindi, & Malayalam

Educational Qualification

* MBA Finance from Bharathiar University School Of Distance Education (Pursing)
* M.Com From University Of Annamalai
* B. Com from Mahatma Gandhi University
* Higher Secondary from Board of Higher Secondary Examination
* Secondary School Leaving Certificate from Kerala State Secondary Education Board

**Computer Proficiency**

Operating Systems **:** All windows platforms

Software Packages **:** MS Office 97, MS Office, (MS Word, Excel, PowerPoint)

Accounting Package **:** Tally (Computerized Accounting )

**Experience Summary**

* **Accountant- Mamparambil Group, Kerala 2015 August To 2017 September**

**( BEST ROOF- A leading local Group specialized in Roofing sheet manufacturing, Whole sale)**

* Worked in Company office as an Accountant and handles computerized accounting till finalization Tally ERP
* Preparation of Bank Reconciliation Statement
* Knowledge of auditing practices and principles
* Problem Analysis – judgment and problem solving

**Job Responsibilities:**

* Maintained accounts, journal entries, preparing trial balance and balance sheet
* Handling all local and inter-state purchases, analyzing rates, negotiating with vendors, raising purchase orders, etc
* Checking sales prices with purchase orders
* Sending final invoices to customers for payment
* Preparing and sending statement of Accounts to customers at month end
* Getting all the proper ground work complete on time for Internal Audit, helping and providing all necessary reconciliations for successful completion of Audit on time
* Follow-up with customer for payments on any outstanding invoices
* Preparation of local payments
* Preparing and maintaining month-end reports
* Provide administrative support for supervisor and others within the department
* as needed
* Preparing petty cash vouchers and handling of petty cash
* Preparing employee salaries
* Calculation of leave pay, gratuity, other allowances and end-of-service

paper works of the employees

* Send faxes, copying, maintain confidential files, records and databases as needed
* Submitting Sales Tax and Excise Returns timely

**Strength**

* Good communication skills and telephone manners.
* Good accounting and banking knowledge.
* A positive attitude with the ability to motivate others.
* Interpersonal communication skills, teamwork abilities and analytical and logical abilities.
* Knowledge of basic administrative skills
* Good accounting knowledge and implementation of computerized accounting

system

**Note:** **Personal and professional references can be provided upon request.**

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