



## **CURRICULUM VITAE**

### **Ghiresan Manakkote**

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### **Career Objective:-**

Looking for a challenging career in a progressive organization which allows me to do the best of my ability and experience for its overall development, meanwhile learning new through its practices that allow me to improve self and plan my career well.

### **Academic Qualification:-**

**B.Com** from Kerala University

### **Work Experience**

#### **1. Abdulaziz Al Binali Trading Co. Ltd., (From 2016 to Till date) - Accountant**

- Working with spreadsheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.

#### **2. Rowad Global Packaging Co. Ltd (Tasnee) from 1997 to 2015 - Accountant**

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned

- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects
- Ensure a proper aging analysis for receivables & payables
- Petty Cash Management, Ledger Analysis, Bookkeeping, Liaison & Negotiations, Administration.
- Experience in **SAP** Payroll

### **3. Saudi Aramco – Riyadh Refinery - From 1995 to 1996 - Secretary.**

- Preparing agenda for the meeting.
- Preparing minutes of the meeting and circulating among employees.
- Keeping up to date contact details of employees
- Keeping time sheets of the employees and preparation of vacation schedule.
- Handling petty cash and daily preparation of petty cash statement
- Final Settlement of employees
- Arranging air tickets of in coordination with Management .
- Preparation of payroll for the employees and also vacation settlements.
- Responding to all correspondence.
- Filing all correspondence in proper way.
- Reporting the activities of the company and future programs to members.
- Making necessary reports for the annual general meeting.

### **4. Deejay Hatcheries – Bangalore – From 1992 to 1994-Sales Co-ordinator**

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements

- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies Preparing Customers list.

#### **5. Technical Skills**

- Microsoft Office ( MS Word, MS Excel, MS Power Point)
- Accounting Software (**Focus and SAP**)
- Enterprise Resource Planning (ERP) (Company Customized)
- Petty Cash Management, Ledger Analysis, Bookkeeping, Liaison & Negotiations, Administration.

#### **Personal Details:**

Name : **Ghireesan Manakktoe**

Nationality : Indian

Marital Status : Married

**Having valid Saudi License**

I declare that above given information are true to the best of my knowledge and belief.

**Girish Manakkote**