

Dear Sir,

My enclosed resume reflects my interest to pursue a challenging career path in the financial and management sector. I am eager to combine my experience with my knowledge in demonstrating my capabilities, if given the opportunity.

I am a four year professional graduate from Kerala Agricultural University. A professional program that gives immense importance to the managerial aspects of organizations in pragmatic way. This extends intensive training in the financial sectors of our economy, especially the banking, management, marketing, stock market, accounting, Development Economics, Quantitative Techniques allied fields.

As an adaptable person who understands that sound education, extensive training, proficiency and ability are pivotal to an organization's success, I know that I can offer a big part of myself.

In closing let me take this opportunity to express my sincere thanks for the valuable time and consideration that you extend to my application. I would appreciate an interview at your utmost convenience to discuss my qualification and professional experience in greater details and to see how my expertise would be of mutual benefit.

Thanking you,

Respectfully yours,

S/d

MANOJ S.R

Encl: CV (04 Pages)

MANOJ SOBHANA RAMACHANDRAN

Trivandrum – Kerala - India.

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Email: sr.manoj76@gmail.com

JOB OBJECTIVE:

Excelling as a professional in the corporate industry, achieving phenomenal success over a period of time and contributing to the growth and progress of my organization.

PERSONAL PROFILE:

Name	MANOJ SOBHANA RAMACHANDRAN
Nationality	Indian
Permanent Address	Kochukonnayil Veedu Vakkom P.O., Trivandrum Kerala, India – Pin: 695308
Marital Status	Married
Age & Date of Birth	43, 17/05/1976
Linguistic Proficiency	English, Hindi and
Malayalam Passport Number	P 0248105
Valid Driving License (UAE)	Yes
Email Id	sr.manoj76@gmail.com
Contact Telephone	0091 62 38 06 69 19

AREAS OF EXPERTISE:

- ☐ Administration
- ☐ Customer Service
- ☐ Accounting
- ☐ Professional Liaison
- ☐ EXPERT IN XERO ACCOUNTING SOFTWARE.

COMPUTER PROFICIENCY:

- ≡ Proficient with windows & MS Office application
- ≡ Tally, Peactree, DacEasy

ADDITIONAL FINANCE & MANAGEMENT SKILLS:

- ≡ Practical knowledge & skill in Financial analysis
- ≡ Skills related to carry out socio- Economic Surveys
- ≡ Skills related to management of Human Resources.
- ≡ Skills related to Accounting and Auditing of firms especially co-operatives.
- ≡ Practical knowledge as well as skill in marketing
- ≡ Skills related to conduct seminars
- ≡ Skills related to organize and manage programs and transactions.

EXTRA CURRICULAR ACHIEVEMENT:

- ≡ Participated in the 10 days National Service Scheme Camp held at Attapadi Village in Palakkad
- ≡ Fifty day institutional Training in First Commodity Exchange of India Ltd. (FCEI. Ltd.)
- ≡ Member of college cricket and volley Ball Team.

SUMMARY OF SKILLS & PROFESSIONAL EXPERIENCE:

EMPLOYMENT HISTORY:

Position	:	ACCOUNTANT GENERAL
Company Name	:	Zayed Abbas Tennis Academy
Period	:	March 2013 to September 2018.

JOB RESPONSIBILITY:

- ≡ A highly experienced Administer with excellent organizational skills.
- ≡ Experienced in dealing with customers and workloads within strict deadlines.
 - ≡ Strong analytical & organizational abilities with adeptness in preparing accounting records and financial statements.
- ≡ Maintaining day to day accounts.

- ≡ Review of Debtors and creditors, follow – up.
- ≡ Preparation of payrolls and maintaining records.
- ≡ Monthly closing and allocation.
- ≡ Maintaining asset and stock records.
- ≡ Accepting cash from the clients and deposit in the company account.
- ≡ Reporting to the Manager and supervising a team of 10 members.
- ≡ Present financial report yearly.
- ≡ Balancing of company incoming and outgoing.

Position : **RELATIONSHIP OFFICER**
 Company Name : Abu Dhabi Commercial Bank (ADCB)
 Period : 05/09/2008 to 3/11/2010

JOB RESPONSIBILITY:

- ≡ Provide full range of retail banking products (Credit Card, Personal Loan, Account Opening, car Loan)
- ≡ Ensure verification of all transaction and completeness of source document and related supported document.
- ≡ Develop and update the knowledge of competitor's products and speak with other sales personnel to work out the best method of promoting products.
- ≡ Report to manager a sale and provide feedback on the marketing to new and established products.
- ≡ To list out companies which are having good potential?
- ≡ Plan to meet sales target.

Position : **SENIOR SALES OFFICER**
 Company Name : HDFC Bank Ltd.
 Period : 01/10/2005 to 30/04/2008

JOB RESPONSIBILITY:

- ≡ In HDFC bank I worked as a Sales Executive in Business Banking. This product mainly target to SME & Corporate clients. The main products are working capital finance, short term and long terms finance.
- ≡ To Approach the needed corporate clients.
- ≡ Ensure verification of all transactions completeness of source documents and related supported documents.

- ⇒ Develop and update the knowledge of competitor's products and speak with other sales and marketing personnel to work out the best method of promoting products.
- ⇒ Report to manager on sales and provide feedback on the marketing of new and established products.
- ⇒ Perform primary financial analysis.
- ⇒ Plan to meet sales target.

EDUCATIONAL QUALIFICATION:

- Bachelor of Science (Management and Banking) Kerala Agricultural University, India in 2004
- Diploma in Computer Financial Accounting (DCFA)
- Experience in Accounting, Administration, Banking & Marketing sector.

OVERVIEW OF EDUCATIONAL BACKGROUND:

- **Bachelor of Science (Management and Banking)**

B.Sc (C&B) is a four year professional course, and certification from Kerala Agricultural University. Studied in College of Co-operation, Banking and Management, Vellanikkara, Thrissur

Passed the Program with an overall grade point Average (O.G.P.A) of 7.3

- **Diploma in Computer Financial Accounting (DCFA)**

Acquired the certification from Resource NGO, (Govt. of INDIA). In Tally, Peachtree, DacEasy and Excel

- **V.H.S.E Certification**

Acquired the certification from the Kerala University studied in vocational Higher Secondary School, Vakkom, Trivandrum.

DECLARATION:

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

Manoj.S.R

