

Manu Mathew Parumalayil

Administration & Accounts Coordinator

Mobile: 0091-6238774253 / 7306268258

Date of Birth – August 25, 1991

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About Me

Dynamic, highly driven and result proven professional with **4 years of work experience at**

Administrative and Accounts field.

Outstanding track record in streamlining workflow, applying the fact-based and process-oriented approach to achieve aggressive goals, setting up strategic plans to improve service delivery thus ensuring smooth Administration and Finance, resolving problems, driving solutions, negotiating with vendors, meeting customer's specifications and delivering quality results.

Results driven team leader with sound judgment, problem solving, decision-making, organization, coordination, team management and communication skills.

I'm a stickler for quality... I am a natural collaborator and treat my work objectively. I welcome feedback that adds to the quality of my work. You will never get anything half-baked from me.

I sometimes challenge how things are "usually done"... I'm a resourceful thinker and fast analyser, so I adapt easily to changing requirements and quickly identify improvement opportunities. I'll always share my ideas with the intent to deliver better value to a client/team.

Education

Mar 2015 Masters in Business Management

Bharatiar University ,Tamil Nadu, India.

Mar 2013 Bachelors in Commerce

M.G. University, Kerala, India.

Skills and Training

The Counter System (ERP System) | Tally | MS Office-Intermediate

Junior Accountant| Saxo Steel L.L.C, India

July 2019 (Still Working)

- Performed basic accounting functions such as accounts receivables and accounts payables.
- Generated purchase orders and generated invoices
- Performed office tasks such as filing, data entry and customer service
- Performed receptionist relief duties during absences or breaks of receptionist
- Performed various tasks as assigned

Accountant| Al Kazemi Group of Companies L.L.C, Kuwait

May 2016 – May 2019

- Managing company accounts and financial Books , account receivables and payables.
- Analyzed and resolved variances between Accounts Payable and Accounts Receivable.
- Verified and posted details of business transactions, such as funds received and disbursed.
- Generated vouchers, invoices, cheques, reports and other records necessary for maintaining accounting.
- Reconciled detailed subsidiary ledgers to general ledger for month end closing.
- Monitoring customer payment cycles and dues and coordinating with collection department.
- Preparing monthly, quarterly and yearly reports and payroll.
- Data management using Excel and ERP software.
- Review of Balance Sheet at regular intervals.
- Handling day-to-day accounts and expenditures.
- Supporting investigations of department accounts.

- Liaising with internal and external auditors
 - Petty Cash Handling
 - PDC Cheque Management.
 - Work well under pressure and deadlines.
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Logistics Coordinator (Trainee) | Transcrate International logistics L.L.C, Kuwait

Aug 2015 – Dec 2015

- Job Activities included communicating with clients, loading there goods, coordinating with drivers and labours accordingly and assigning them to jobs.
 - Acted as Liaison between Purchasing and Accounting to ensure purchase orders were correct in order to reconcile shipments with vendors
 - Assisted Logistic Supervisor in ensuring proper operation on a day to day basis and created packing list for SLP international shipments
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Attainment

- Coordinates “**INTERCOLLEGE FEST 2014**” held at G.I.M. College.
 - Coordinates “**Gitsblitz 2013**” held at Saintgits College of Applied Sciences.
 - Achieved the Cambridge ESOL Entry Level Certificate in ESOL International (Business English) Council of Europe Level A2, under University of Cambridge.
 - Attended a seminar on Basic PHP Awareness Course.
 - Internship at **Travancore Cements Limited, Kottayam.**
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Language Skills

English | Hindi-Basics | Native

Nationality

Indian

Marital Status

Single

Passport No

N3920934

Address

Current Address – Parumalayil House

Kuzhimattom P.O. Kottayam,

Kerala, India

Pin; 686533

Manu Mathew Parumalayil