

# RESUME

## MANOJ V MENON



JG-III, 76/B  
VIKASPURI  
NEWDELHI  
PIN CODE: 110018

Mail: manumenon661@gmail.com  
Mob: +919654453509, +919205208803

### CAREER OBJECTIVE

- ❖ To be one among the core people creating and developing new technologies.
- ❖ To work in an environment that provides continual intellectual challenge.
- ❖ To help improve the efficiency, competitiveness and growth of the organization.
- ❖ I am quick to learn and adapt to new situations, configurations and technologies.

### SKILLS AND STRENGTHS

- ❖ Excellent organizational skills.
- ❖ Upgrades self through professional reading and takes up advance studies.
- ❖ Hard working, energetic and self-motivated.
- ❖ Capable of planning, organizing and implementing.

### ACADEMIC CHRONICLE

- ❖ Diploma in Computer Networking from NIIT, New Delhi (India).
- ❖ Bachelor of Commerce (B. Com) from Shobhit University Uttar Pradesh (India).
- ❖ Higher Secondary from St: George Higher Secondary School, Attachakkal, Pathanamtitta, Kerala (India).
- ❖ Secondary (SSLC) from St: George Higher Secondary School, Attachakkal, Pathanamtitta, Kerala (India).

### CERTIFICATIONS

- ❖ Tally ERP 9
- ❖ C and C++

### SKILLS AND ABILITIES IT

- ❖ Working knowledge in all Windows Operating Systems like Windows98/2000/XP/W-7/8
- ❖ Working knowledge in Linux Operating Systems
- ❖ Working knowledge in MS Office.
- ❖ Specialized in Windows/Networking
- ❖ System Troubleshooting
- ❖ Installing and Configuring Web server, DNS Server
- ❖ Programming Skill in C, C++, My SQL

## **TECHNICAL EXPERIENCE**

### **MICRO PRINTING PRESS (AJMAN - UAE)**

Worked as an Account Assistant from December 2014 – January 2019

#### **Job Responsibility: Accounts**

- ❖ Preparing and analysing accounting records and financial statements reports.
- ❖ Avoiding outstanding expenses and managing the petty cash.
- ❖ Establishing table of accounts.
- ❖ Assigning entries to proper accounts.
- ❖ Preparing periodic reports to compare budgeted costs to actual costs.
- ❖ Using accounting tools wherever necessary.
- ❖ Handling ledger accounts and keeping the check for any invoices or payments.
- ❖ 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.
- ❖ Prepare and submit weekly/monthly reports.
- ❖ Assist senior accountants in the preparation of monthly/yearly closings.

### **GULSHAN CHEMICALS PVT LTD**

Worked as an Office Assistant from January 2013 – June 2014(India)

WORKED IN HCL AS TECHNICAL SUPPORT STAFF FROM SIX MONTHS FOR A PROJECT.

#### **Job Responsibility IT**

- ❖ Installation, Configuration and Administration.
- ❖ Creating user accounts and giving permissions
- ❖ Creating users and file systems.
- ❖ Monitoring server hosts, Virtual Machines, Network, Storage & other utilities
- ❖ Managing the users and groups
- ❖ Configuration of DNS, NFS, NIS, TCP/IP in the Network.

### **SINDHU TRADE LINKS LTD**

Work as an Office Assistant and I.T Assistant in Information Technology Department from July 2010 - June 2012(India)

#### **Job Responsibility Office Staff**

- ❖ Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- ❖ Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- ❖ Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- ❖ Maintains office schedule by picking-up and delivering items using automobile.

- ❖ Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
- ❖ Updates job knowledge by participating in educational opportunities.
- ❖ Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

## **RMP PVT LTD COMPANY**

Worked as an Office Assistant from June 2009 - July 2010 (India)

### **PERSONAL PROFILE**

Father : A N VASUDEVAN MENON  
Date of Birth : 25/05/1987  
Passport No : L1819827  
Passport Valid Up to : 24/06/2023  
Blood Group : AB +  
Nationality : Indian  
Marital Status : Married  
Languages : Hindi, Malayalam, English

### **DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.  
And I am confident about my knowledge in computer aspects.

Place:

Date:

(MANOJ V MENON)