

Curriculum Vitae

Manjusha Nishant
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Qualified MBA accounting professional with over all 10+ years of experience in Accounting, Finance & Administration. Out of 10, 5 years in Dubai – UAE for a manufacturing company.

Career Objectives:

To work in a challenging and competitive environment and to give excellent performance in any job assigned and seeking a position to utilize my skills and abilities in a prospective organization that offers professional growth and personal satisfaction for being resourceful, innovative and flexible.

Field of Expertise:

- Inventory
- General Accounting
- Accounts Receivable & Payable
- ERP & Biz Care
- Bank Reconciliation
- Petty Cash
- Payroll
- VAT

Academic Qualification:

⇒ MBA in Finance from Anna University, 2003 – 2005.

PROJECTS DONE:

Main Project in Finance done in JAGDESH MARINE EXPORTING COM. (Vishakhapatnam) for 6 months.
Mini Project done in NTPC (Kayamkulam) for 3 months.

⇒ B.com with Kerala University, 2000 – 2003.

Technical Qualification:

- ⇒ Tally ERP Version 9.0
- ⇒ Diploma in computer application.

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WORK EXPERIENCE

Accountant with Hydro Power Trading LLC from Feb 2015 till date.

Hydro Power Trading is into manufacturing of Industrial hydraulic hose used for heavy machinery and for heavy vehicles used of high-end industrial purposes.

Job Responsibilities:

- ⇒ Review expenses report and cash advances
- ⇒ Handling Petty Cash
- ⇒ Process Accounts Payable Cheques as per aging
- ⇒ Prepare monthly account reconciliation including bank / cash
- ⇒ Post and maintain all documents related to accounts in database
- ⇒ Ensure invoice payments
- ⇒ Perform General Accounting and month end closing.
- ⇒ Credit Approvals for clients / buyers
- ⇒ Issue credit note
- ⇒ Follow up on receivables
- ⇒ VAT Filling
- ⇒ Payroll entry and process salary through WPS
- ⇒ Renewal of all type of contracts, trade licenses, employee passport / visa.
- ⇒ Maintain Leave balance of employees.

Worked as Banker with HDFC – Kerala, India from 2012 till 2014

Job Responsibilities:

- ⇒ Assessing the client's financial standing and offering bank programs in accordance with that financial standing.
- ⇒ Account Opening.
- ⇒ Assist client with right information on bank product and service.
- ⇒ Handle client grievances, query & complaints if any.
- ⇒ Generating sales.
- ⇒ Maintain customer database.
- ⇒ Prepare reports.

Worked as Accountant with Reliance India – Kerala, India from 2006 till 2010

Job Responsibilities:

- ⇒ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ⇒ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- ⇒ Documents financial transactions by entering account information.
- ⇒ Maintains customer confidence and protects operations by keeping financial information confidential.
- ⇒ Support internal & external audit.
- ⇒ Book Keeping.
- ⇒ Maintain Records

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Interest:

- ⇒ Learning new things
- ⇒ Music
- ⇒ Workout
- ⇒ Research
- ⇒ Gardening

Personal Details:

- ⇒ Date of Birth : 30th May 1983
- ⇒ Marital Status : Married
- ⇒ Nationality : Indian
- ⇒ Religion : Hindu
- ⇒ Languages : English, Malayalam & Hindi
- ⇒ Visa Status : Husband Visa
- ⇒ Notice Period : One month Notice Period
- ⇒ Passport Details : Passport No. P 4115901
Expires on: 20/10/2026
Place of Issue: Cochin

I hereby confirm, above furnished information is true to the best of my knowledge.

Date :

Manjusha Nishant.