



Meera N Manoj

Result-driven Accounting Professional

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Summary

Accomplished financial professional with expertise in financial management, full accounting cycles, and complex financial statement reconciliation. Currently available in UAE seeking challenging positions to handle.

Areas of Expertise

- Financial Analysis & Reporting
- Ledger Management & Reconciliation
- Petty Cash Handling & Budget Control
- Data Security and Backup
- GST Return Filing
- MS Office with high expertise at Excel.
- GCC VAT and ERP Prime & Tally

Education

- **M.Com** in Finance & Taxation
MG University 2021
- **B.Com** in Office Management & Secretarial Practice
MG University 2019

Personal Details

DOB : 02/01/1999
Nationality : Indian
Marital Status : Married
Passport No. : X4625270
Visa Status : Residence Spouse Visa

Work history

Accounts Assistant – 2021 November -2024 April
MT Associates, Kerala, India

- Organised and prepared yearly financial summaries and reports to evaluate the financial performance of the company for three years
- Identified and rectified errors in ledgers & finance statements and Analyzed financial records such as balance sheets, income statements, to eliminate further discrepancies.
- Weekly & Monthly Accounting Journal and ledger updating as per the routine set of duty procedures.
- Ensured adherence to budgetary guidelines and directed to maintain all company expenditures to align with the Company's policy.
- Recorded Clients petty cash transactions in the petty cash journals.
- Acted as a Financial data handler & controller ensuring safe back up of all company documents to prevent loss of data & for time to time handling.

Certifications

- GCC VAT
- TALLY (ERP 9, Prime)