

MANU VARGHESE

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[Abudhabi, UAE](#)



Summary

6+years experience in Finance, Accounts and taxation matters. In-depth knowledge in all Statutory matters like Income tax, TDS, Sales tax, Service tax and GST. Hand full experience in finalization, fund management and auditing matters.

EDUCATION

- Master of Commerce, Bharathiar University, Coimbatore, 2014
- Bachelor of Commerce, M G University, Kottayam, 2012

COMPUTER SKILLS

- Proficient in Tally (ERP 9)
- Proficient in MS Office (Word, Excel and Power point)

EXPERIENCE

Organization	Designation	Duration
Eternity Pools and Gardens Pvt Ltd	Sr Accountant	Nov 2020 - Oct 2021
Wings Group, Qatar	Accountant	Dec 2017 - June 2020
Emergicare Trauma and Life Support Services Pvt. Ltd.	Sr. Accounts Executive	Jul 2015 - Dec 2017
Rangamani & Co Chartered Account Kottayam	Accounts/Audit Assistant	Jun 2014 - Mar 2015

Duties & Responsibilities:

- Responsible for maintaining daily petty cash balances, posting payment/receipt entries
- Bank payment and receipt entries and bank reconciliation
- Managing vendor/Customer credit period and vendor/customer payment/receipts.
- Vendor/customer reconciliation
- Booking of fixed asset and maintain its register
- Ensuring compliance with applicable laws and procedures
- Verification & Authorization of all transactions/ Payments
- All direct and indirect tax and statutory matters
- conducting data analysis, planning and strategizing, and advising senior managers and top executives
- Ensuring sound Financial controls, procedures and policies are in place to enable accurate & consistent reporting
- Conducting Statutory and interim audit
- Inventory management, reordering and updated reporting to Managers
- Resolving All Types of Queries Related to Accounts from Branches and related parties.
- Preparation of monthly/quarterly/yearly reports

AREAS OF INTEREST

- Taxation, Accounts and Finance
- Internal Audits and allied areas

ACHIEVEMENTS

- Team member Implementation of new tax reform process (from VAT to GST)
- Best performer of the year 2016-17, Finance Dept. IIEMS Group

PERSONAL DETAILS

- Date of Birth : June 8, 1990
- Father's Name : K K KURIAN
- Gender : Male
- Marital Status : Single
- Languages Known : English, Hindi & Malayalam
- Passport No. : M2566282
- Date of Expiry : October 6, 2024
- Visa Status : Visit Visa

REFERENCE

Can be Provide upon Request

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Manu Varghese