

CURRICULUM VITAE



MANOJ RAMAN NAIR

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SUMMARY OF PROFILE

- Graduate with more than 20 years of experience in Accounts, Projects, Logistics, Public Relations, **Marketing & Business Promotion in Speciality Architectural Coatings and Paints..**
- Experienced in administering activities pertaining to lead a Team Management, supervising & controlling skills.
- Adapt in accounting systems and practices, and understand the principles of finance, Accounting & Banking.
- Knowledge & skills in ensuring statutory compliance with various regulatory bodies like Jafza, Customs, Ports, EHS, and Civil Defence etc.
- Projects supervision & completion like Speciality Coatings, Precision Engineering, Fabrication, Machining etc.. on time.

KEY COMPETENCIES

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| ⇒ Project study & Evaluation | ⇒ Team Management |
| ⇒ Analytical skills | ⇒ Credit Review Work. |
| ⇒ Meet deadlines / schedules | ⇒ Keep Good Relation with Customers and Suppliers. |
| ⇒ Communication, interpersonal skill | ⇒ Planning and Implementation |
| ⇒ Reporting & Documentation | |

WORK HISTORY

Leading Precision Engineering Co in UAE
Manager Admin, Business Promotions, Projects, June 2003 to Sept 2019

Responsibilities.

- Preparing the information contained in financial reports & their compliance with Management requirements.
- Monitoring day to day financial transactions of the company.
- Supervising the Final Payroll Statement as per W.P.S System approved by labour Office & transferring the salaries through bank.
- Reporting funds position, receivables position & reporting to Managing Director regularly.
- Manage vendor accounts - payment reconciliation, correspondence with vendors, monthly reporting and assistance with month end closing
- Preparing Annual financial Reports with consolidated balance sheet and income statement for Audit purpose.
- Prepare information and responds to internal/external auditor inquiries.
- Liaising with Bank for arranging credit facilities like Term Loans, LC's and overdrafts, etc.
- Supervising ISO related Documentations with MR.
- Ensure effective fixed assets & inventory control is applied.

- Supervising Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Supervising HR matters with Employees.
- Coordinating **PRO jobs in JAFZA, Emigration, EHS and Civil Defence etc.**
- Supervision and good knowledge in **Customs related jobs/ imports/ exports/ Customs bill of entries etc.**
- **Interaction with major customers like Ansaldo Energia Spa, Rizzani De Echher, Cigisped ME, TP Aerospace etc.**
- Knowledge in Exports and Imports formalities.
- International sourcing materials for projects.
- Managing the Yearly Industrial Operation Fitness certificate of the Company with Trakhees Dept.
- Authority in signing the Cheques /PO etc. on behalf of the company.
- Thorough knowledge in New Company Formation in JAFZA.
- **Experience in execution of building projects in JAFZA, with Architects, Trakhees , CED, Civil Defence , Acquiring Licences from Govt. authorities, supervision of the completing projects up to BCC.**
- **Experience in implementing Group Co in JAFZA viz. ADEPT ENGG.**
- **Procuring the orders like Precision Engg, fabrication, CNC machining and implementing the same from time to time with customers.**

Office Administrator cum Chief Accountant in Vijaya Group,India

(Distribution, Leather Garment Export, Software, Construction)

(Year 1994 to March 1999)

Responsibilities.

- Preparing Annual financial Reports with consolidated balance sheet and income statement for Audit.
- Manage Payables and Receivables and prepared periodic reconciliation statements.
- Monitoring expenses, and ensures they are according to budget allocations, and company policies.
- Internal Test Audit in our other Branches.
- Checking Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Liaison, assists and support with Internal and External Auditors; implemented recommendations; took corrective actions wherever required.
- Maintaining PDC Schedule & Asset register.
- Correspondence & Negotiation with Banks for arranging credit facilities, LC Discounting and other facilities.
- Through knowledge in filing Sales Tax returns, Income tax, EPF, TDS etc...

Speciality Texture Coating/Paint Field

(Marketing/Promoting & Implementing Speciality Paints in entire Kerala)

(Year 1999 to March 2003)

- *Marketing Paints/Textures /claddings etc... to Various Projects through Architects.*
- *Obtaining Projects from CPWD, Municipalities and other Govt .Institutions.*
- *Selling the products through Paint Shops...*
- *Introducing international brands like Sea Master Paints, Birla white, Sterling Speciality Coatings Etc to Kerala Region.*

EDUCATION / CREDENTIALS

- **Bachelor of Arts**
(Sree Sankara College Kalaldy, M.G University , Kerala , India)
- **Higher Diploma In Co-operation (H.D.C.) equivalent to B Com. Cooperation.**
(Kerala State Co-operative Union, Trivandrum, Kerala, India.)
- **Post Graduate Diploma in Business Administration from Pondicherry University**
Completed.
- **Certificate Course completed for Personality Development Programme from KIHRD, Kochi**

COMPUTER LITERACY

- MS OFFICE.
- TALLY ERP, PEACH TREE ,DAC EASY, (ACCOUNTING SOFTWARE)

PERSONAL PROFILE

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| Date of Birth | :20 May 1970. |
| Marital Status | : Married |
| Nationality | : Indian |
| Passport Details | : J 4179678 valid up to Jan 2021 |
| Visa Status | : Employment Visa |
| Languages Known | : English, Hindi, and Malayalam |
| Driving License | : Valid UAE Licence , Indian Driving Licence. |

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Thanking You,

Manoj Raman Nair