

PREETHA MANU  
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MOB: 38098856/39715792

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## CAREER AIM

To work in a company where I would apply my knowledge and skills and co-ordinate with my team members for the fulfillment of organizational goals.

## EXPERIENCE

2019 July to Present

HR CUM Accountant-Westcom Technology Co w l l, Salmaniya

- LMRA work - new visa, cancellation, change of occupation, update of CPR address, Mobility of employee, renewal of visas, E-support, etc.
- GOSI work - Adding of Bahraini Employee, Termination, Insure List Etc.
- SIJILAT - Upload of Audit report, CR Renewal, BCCI Membership renewal, Amendment in CR etc.
- TAMKEEN-Submitting quotation, after getting approval of quotation submitting the invoice, receipt, cheque copy etc. to get the benefit from Tamkeen.
- Assisting with the recruitment and selection process. Preparing and issuing employment contracts to new employees. Finalizing paperwork when a member of staff leaves employment.
- Keeping track of Confirmation, Appraisals, and Increments of employees. Involved in the performance review of staff.
- Employees Salary-Preparing Employees salary transfer request to Bank
- Employees Medical and Life insurance policies Renewal
- Compilation & processing of attendance data in attendance system (eSSL Software), maintaining leave records.
- Worked in GP System for Accounting.
- Invoice entering in GP both sales and purchase.

- Managing Receipts, Vouchers, Cheque, Telex Transfer and Petty cash etc.
- Doing follow up with Customers for Payment.
- Doing monthly Bank Reconciliation of different currencies.

#### **August 2014 to September 2016**

##### **Accountant in Dynamics Solutions CO W L L(Bahrain)**

- Worked in GP System for Accounting.
- Invoice entering in GP both sales and purchase.
- Maintaining day to day activities and depositing daily collection to bank through Agent.
- Managing Receipts, Vouchers, Cheques, Telex Transfer and Petty cash etc.
- Doing follow up with Customers for Payment.
- Doing monthly Bank Reconciliation of different currencies.
- Doing Monthly Salary Preparation and Dispersing.

#### **January 2012 to June 2013**

##### **Associate in Finance Department for Affiliated Computer Services of India(P) Ltd (ACS)**

- Worked in WEB DE system software for ACS.
- Invoice Indexing and Verification using WEB DE System.
- Eagle Squad Award for excellent team spirit for IPSWW in ACS.

## **EDUCATION**

- 2011 –MBA IN FINANCE AND MARKETING  
Institute of Management in Kerala, door –Kerala University
- 2008 – B SC IN PHYSICS  
NSS College, Cherthala, kerala university
- 2005 – HSE -VJHSS, Naduvath Nagar, Kerala
- 2003 – SSLC-SNVHSS Sreekandeswaram

## **COMPUTER SKILLS**

- MS Office – MS Word, MS Excel, MS Power Point
- Tally ERP 9
- Microsoft Dynamics GP 10

## **PROJECTS & SEMINARS**

- Successfully completed Training in **LMRA** – Usage of Expat Management System (EMS)
- **Financial statement analysis** at Elite Foods Private Limited.
- **Organization study** at Milma cattle feed plant, Cherthala, Kerala
- **E-Business Study** at Autokast Ltd, Cherthala, Kerala
- International Seminar on **“Japanese Management”** at Reagent Lake Palace, Kollam, Kerala

## **OTHER INTERESTS**

- Fabric Painting
- Cloth Designing

## **PERSONAL SKETCH**

- **Husband Name:** Manu Madhusudhanan
- **DOB:** 13-05-1988
- **Gender:** Female
- **Nationality:** Indian
- **Passport No:** L4878159
- **CPR:** 880562501
- **Languages Known:** English, Hindi, and Malayalam

**I hereby declare that all the data given above are true to best of my knowledge.**

Preethamanu