



# Manikrishnan. N

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## SUMMARY

I've helped grow and improve services in a variety of markets and organizations for 15 years. I want to join a successful team. needs a supportive workplace to grow professionally. Increase sales with my skills. Fluent in English, Hindi, and other languages. HR, People management, Warehouse Management, Customer service, and office administration expert.

## EXPERIENCE

### Administrator

#### Data Capture Systems

August 2021 - Present, Manama, Kingdom of Bahrain

- Handling the day-to-day Office Administrative Procedures.
- Monitoring stock levels, receiving goods, and reordering.
- E-mailing the customer, the SOA, following up on payments, updating the monthly AR statement, and coordinating the collection of customer checks.
- Following up with the vendor for pricing information and creating customer quotations based on this information.
- Possess solid hands-on experience with stock-related data entry, invoice scanning and forwarding to customers (who don't accept invoices directly), and invoice uploading on customers' portals.
- Letter to HQ requesting renewal, release, and safekeeping of a passport.
- Hotel booking/reservation, Travel booking, Coordination for Automobile Maintenance / Repairs.
- LPO preparation for regional vendors.
- Verification of the courier's invoice.
- Coordination with TRA for TYPE approval, No Objection Certificate for shipment clearance.
- POR preparation, Supplier Follow-up for SOA.
- Coordinate with couriers for shipment clearance and payment of duties.
- Handling Petty cash and payment vouchers in absence of accountant.

### Accounts HR and Admin Manager

#### Hindawi Trading W.L. L

February 2019 - August 2021, Zinj, Kingdom of Bahrain

- Managing the total administrative tasks of the company.
- Handling Accounts receivable and payable.
- Handling the complete warehouse and regularly monitoring the stock movement.
- Verification of Various accounts and preparing required reports for the Management.
- Payrolling, Managing Staff attendance record maintenance OT calculation Etc.
- Prepare monthly journal entries.
- HR-related tasks such as Hiring and training of new staffs, LMRA and salary preparation.
- Analysis of income, expense and gross profit.
- VAT filing with the help of Auditor.
- Working closely with External auditions.
- Preparing the ledgers for Finalizations of Accounts of the Companies.
- Collection and deposit of cash, cheques into the respective bank accounts.

### Accounts HR and Warehouse Manager

#### Cliffland Trading Est

February 2012 - January 2019, Zinj, Kingdom of Bahrain

- Handling Accounts receivable and payable.
- Handling the stores and the stock updating.
- Provided accurate and timely financial information to management to improve company's profitability and cash flow.
- Payroll, staff attendance record maintenance, and other HR-related tasks, such as Hiring and training of staffs, preparing salaries and LMRA.
- Prepare monthly journal entries.
- Analysis of income, expense and gross profit.
- Preparing the accounts documents For Auditing.
- Preparing the ledgers for Finalizations of Accounts of the Companies.
- Collection and deposit of cash, cheques into the bank account.
- Assist in personal related administration i.e., staff advances, over time calculation, salary deductions and pay slip related clarifications.

## Sales man cum Factory supervisor

Saar Aluminum (a Branch of Saar Group of Companies) August 2010 - February 2012, Maameer, Kingdom of Bahrain

- Supervised factory job by providing workers with instructions and inspecting their progress on a regular basis.
- Assisting the companies HR in filing and managing the staff documents digitally.
- Assisting accountant on preparing invoice and filing related activities.
- Staff attendance, maintenance of staff files.
- Making quotations, maintaining supplier's information.
- Handling Market supervision in the absence of concerned persons.
- Occasionally managing the tasks assigned by my subordinates.

## Customer Care Executive

Vodafone Essar

August 2009 - February 2010, Coimbatore, India

- Handling queries of Chennai and TN premium postpaid customers.
- Handling queries related to Tariff and VAS Packs apart from Blackberries.
- Handling Escalation and Nodal calls on Need basis.
- Co-coordinating with the respective teams for end-to-end closure of escalations and complaints.
- Updating of reports on a daily basis.
- Maintaining a database for customer follow-up in order to offer assistance once the task been completed.

## Sales & Admin Assistant

Viswa & Devji Diamond Pvt. Ltd

October 2007 - June 2009, Coimbatore, India

- Handling Customer service by greeting them.
- Testing the quality of Diamond settings.
- Selling the Dimond products through Counter Sales.
- Inventory Control and Management and taking stock count on daily basis.
- Staff attendance record maintenance.
- obtaining information from suppliers and following up with them by contacting them.
- Cashier (in the absence of Accountant).
- Assisting the accountant in his job such as making entries in the accounting software.
- Preparing day to day income and expense report and submitting to MD, preparing invoices for purchase and sale.
- Verification of various Accounts, preparing salary for staff petty cash, bank tasks.

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## EDUCATION

### Masters in Business Management

Minor in Specialized in International Human Resource • Indian School of Business Management • Mumbai, Maharashtra, India

### Diploma in Business management

Minor in Specialized in International Human Resource • Indian School of Business Management • Mumbai, Maharashtra, India

### Diploma in Electrical and Electronics

Minor in Electrical and Electronics Engineering • Meenakshi Krishnan Polytechnic • Chennai, Tamilnadu, India

### Secondary School Leaving Certificate

Karnaki Amman High School • Palakkad, Kerala, India.

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## SKILLS

Organized, maintaining positive relationships with colleagues, Effective communication abilities in both verbal and written forms, Multitasking, Punctual, Hardworking and upholds ethical standards

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## PERSONAL DATA

## LANGUAGES KNOWN

Date of Birth	-	10th January, 1989	English	-	Fluent
Gender	-	Male	Hindi	-	Fluent
Nationality	-	Indian	Tamil	-	Fluent
Marital Status	-	Married	Malayalam	-	Fluent
License	-	Valid GCC License	Kannada	-	Beginner