

# CURRICULUM VITAE

**MUNAVIR P**

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## **CAREER OBJECTIVE:**

To become a successful Accountant through utilizing my skills and experiences in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

## **SYNOPSIS**

- **B.Com** Holder from University of Calicut.
- Completed **Master of Computerised Professional Accountant** from INSTITUTE OF COMPUTERISED PROFESSIONAL ACCOUNTING.
- Worked in **LAMIT TILES AND SANITARIES, Kerala, India** as an **Accountant**.
- Worked in **ALFA APPLIANCES, Kerala, India** as an **Accountant**.
- Knowledge in Tally, Ms Excel and Manual Accounting.
- Skills in Peachtree, QuickBooks, inventory management and payroll management.

## **EMPLOYMENT PROFILE**

### ❖ **ACCOUNTANT**

**LAMIT TILES & SANITARIES KUTTOOLI (KERALA, INDIA)      SEP 2017–AUG 2018**

Lamit Tiles and Sanitaries is the one of most successful tiles and sanitary showrooms in Kerala for 7 years. It is a leading provider of tiles, sanitary ware, CP Accessories and fittings.

#### **Duties and Responsibilities:**

- Updating all Accounts in Computer on daily basis (Tally software).
- Analyzed monthly balance sheet accounts for corporate reporting.

- Generated financial statements and facilitated account closing procedures each month.
- Respond to all accounting related data, filing and keeping up-to-date record of hard copies for auditing purpose.
- Computed taxes owed by applying prescribed rates and laws.
- Coordinating receivables and payables
- Payroll management and stock management
- Bank reconciliation using updated bank statements
- Post and process journal entries to ensure all business transactions are recorded.
- Suggested budgetary changes to increase company profits.

#### ❖ ACCOUNTANT (Part Time)

**ALFA APPLIANCES AREACODE (KERALA, INDIA)**

**MAY 2016 – AUG 2017**

ALFA APPLIANCES has a wide choice of home appliances and crockery items of multiple brands.

#### **Duties and Responsibilities:**

- Recording all day to day transactions in computer
- Preparation of profit & loss account and balance sheet
- Bank reconciliation using bank statements
- Processed payments and applied to customer balances
- Prepare and submit monthly reports

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### **EDUCATIONAL OVERVIEW**

#### **Master of Computerised Professional Accountant (MCPA)**

Institute of Computerised Professional Accounting

#### **Bachelor of Commerce in finance (B.Com)**

University of Calicut

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### **SKILLS**

- Tally
  - Ms Excel
  - Peachtree & QuickBooks
  - Advanced bookkeeping skills
  - Financial reporting specialist
  - Cash Flow Analysis
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### **LANGUAGE COMPETENCY**

- ENGLISH - Proficient
- ARABIC - Basic
- HINDI - Basic
- MALAYALAM - Native

### **STRENGTH AND ABILITIES**

- STRONG WORK ETHICS, EXCELLENT NEGOTIATION & COMMUNICATION SKILL
- HARD WORKING & SINCERE
- ABILITY TO REACH GOALS
- SELF CONFIDENCE

### **PERSONAL VITAE**

Date of Birth : 18<sup>th</sup> August 1996  
Nationality : Indian  
Marital Status : Single  
Religion and Caste : Islam, Muslim  
Visa Status : Work-Business Visa  
Permanent Address : Madathodi(H), Kizhuparamba(P.O), Malappuram,  
Kerala-673639 (INDIA)  
+918943562944

### **DECLARATION**

I hereby declare that information provided by me is true to best of my knowledge & record.

**MUNAVIR P**