

# Fezneer Manzoor

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Email: fezneerm@gmail.com | Phone: +91 9107108710 | Location: Kerala, India

## Professional Summary

Experienced and detail-oriented Senior Accountant with over 10 years of success in financial accounting, payroll administration, budgeting, and HR support across multinational companies in India and the UAE. Proven ability to streamline processes, ensure compliance, and contribute to strategic financial planning. Proficient in ERP software, financial reporting, and reconciliation.

## Core Competencies

- Financial Accounting & Reporting
- Budgeting & Forecasting
- Payroll & Compensation Administration
- Accounts Payable (AP) & Accounts Receivable (AR)
- Bank & Ledger Reconciliation
- Tax Compliance & VAT Filing
- HR Support & Employee Onboarding
- ERP Tools: Oracle, Tally ERP 9, QuickBooks, Sage 300
- MS Office: Excel, Word, PowerPoint

## Professional Experience

### Senior Accountant

Plus and Minuz Accounting Services – Kerala, India

Aug 2021 – Present

- Manage complete accounting cycle, including journal entries, closings, and financial statement preparation.
- Handle payroll processing, tax filings, and compliance with statutory regulations.
- Create daily cash flow reports and monitor working capital.
- Validate CAPEX payments and maintain payment trackers.
- Prepared Budgeting and monitoring actual with budgeted.
- Assist in training and onboarding of new team members.
- Assist in auditing financial transactions.
- Reconciliation of corporate credit card expenses.
- Maintains customer data and collection reports.
- Prepare ad-hoc financial reports for management.

## General Accountant

Athletes Junction Sports Equipment & Trading LLC – Dubai, UAE

Apr 2019 – May 2021

- Managed AP/AR, monthly closings, and reconciliations.
- Processed payroll and employee benefits, and filed monthly VAT returns.
- Validated CAPEX payments and tracked spending.
- Administered petty cash, cheque, and wire transfer payments.
- Handled visa expenses and supported HR/admin functions.

## Accountant

Al Serkal Properties – Dubai, UAE

Jun 2017 – Dec 2018

- Maintained financial records and performed ledger reconciliations.
- Administered payroll and HR documentation.
- Conducted MIS reporting and inter-company reconciliations.
- Oversaw petty cash management and audit support.

## Assistant Accountant

Sharaf DG – Dubai, UAE

Dec 2013 – Jun 2017

- Handled MIS reports and reconciliations of sales collections.
- Managed employee purchase accounts and internal store consumption.
- Reconciled group company and bank accounts.
- Verified extended warranty calculations and processed visa expenses.

## Education

- MBA in Finance & HR – Bangalore University, 2013
- BBA – Calicut University, 2011
- 12th Grade (CBSE) – The Central School, Dubai, 2008
- 10th Grade (CBSE) – The Central School, Dubai, 2006

## Certifications & Training

- Certified in Manual & Computerized Accounting – IPA Kozhikode
- Trained in Tally ERP 9, QuickBooks, and Peachtree

## Languages

- English, Hindi, Malayalam, Tamil.