



MANIKANDAN. A

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OBJECTIVE

A challenging position in an organization that offers growth based on dedication and proven ability. The ideal position would offer long- term commitment conducive to professional growth and achievement.

PERSONNEL ATTRIBUTES

Strong interpersonal and communication skill. Proven organizational time-management abilities. Able to work in a team environment. Hardworking, reliable, conscientious and fast learner.

WORKING EXPERIENCES

1) FREELANCE ACCOUNTANT

From January 2018 to till date

PRODUCTION ACCOUNTANT

Projects worked:-

- 1) SASS Australia – Tele Series 2023 with Filmworks FZ LLC
- 2) HALFWAY - Hollywood feature film (2022 - 2023) with Epic Films FZ LLC
- 3) 3DAYS LEFT - French feature film (2022 -2023) with Filmworks FZ LLC
- 4) Last Light - Hollywood feature film (2021 - 2022) with Epic Films FZ LLC
- 5) TEHU - French feature film (2021 -2022) with Filmworks FZ LLC
- 6) DUNES2020 - Hollywood feature film (2019) with EPIC FILMS FZ LLC.
- 7) MIRAGE - Tele French Series (2018 – 2019) with Filmworks FZ LLC/TF54.
- 8) Expo Music - Music Project (2021 -2022) with Barry Kirsch Production FZ LLC.
- 9) Desert Warriors – Feature Film (2021) with Filmquip Media FZ LLC.

10) City of Life - 1st Emirati Feature Film with Filmworks FZ LLC

11) Syriana Hollywood Feature Film with Filmworks FZ LLC

12) Kingdom Hollywood Feature Film with Filmworks FZ LLC

13) Various numbers of commercials, Documentaries.

Job Profile: -

Scope of work includes data input of all financial transactions, segregation of Abu Dhabi & other emirates expenses for getting the Abu Dhabi Film Commission rebate, Fixing the auditors & meeting the audit for getting the rebate, the audited expenditure report, preparation of Income Statement, VAT accounting & VAT returns preparations, Preparation of bank online Transfers, Per Diem distribution, Artist's payments, Crew payments, raising sales invoices, posting purchases, handling cash, Creating LPO's & provisions based on LPO's, submission of Job profitability reports to Management, maintaining job bags related to the production, Reconciliation with the producers regarding each & every jobs. Reviewing with the Management working results and budget on a project basis, Generating, and submitting financials report to the Managing Director, preparation of all financials in-house - Balance Sheet, Income Statement, Trial Balance, Budgeting, Cash flow, Cash Reconciliation, Bank Reconciliation, Preparation of bank online Transfers. Raising sales invoices, Entering Suppliers invoices, handling petty cash, Ageing of Debtors and Creditors, booking of Accruals, Pay Roll, Reports preparation, customization, submission of Job profitability reports to Management,

**2) Filmquip Media FZ LLC – Dubai UAE
March 2007 to December 2017**

Accounting Manager

FilmQuip Media FZ LLC (Part of Filmworks FZ LLC Group) is one of the leading Media Production, Post Production Equipment & Crews rental company which servicing Television & Film Industry servicing Various Clients all over the globe.

Job Profile: -

Scope of work includes data input of all financial transactions, Fixing the auditors & meeting the audit for getting the audited expenditure report, preparation of Income Statement, VAT accounting & VAT returns preparations, Preparation of bank online Transfers, Per Diem distribution, Artist's payments, Crew payments, raising sales invoices, posting purchases, handling cash, Creating LPO's & provisions based on LPO's, submission of Job profitability reports to Management, maintaining job bags related to the production, Reconciliation with the producers regarding each & every jobs. Reviewing with the Management working results and budget on a project basis, Generating, and submitting financials report to the Managing Director, preparation of all financials in-house - Balance Sheet, Income Statement, Trial Balance, Budgeting, Cash flow, Cash Reconciliation, Bank Reconciliation, Preparation of bank online Transfers. Raising sales invoices, Entering Suppliers invoices, handling petty cash, Ageing of Debtors and Creditors, booking of Accruals, Pay Roll, Reports preparation, customization, submission of Job profitability reports to Management, Maintenance of Assets Register, Generating and submitting financials report to the Chief Financial officer.

3) ACCOUNTS MIDDLE EAST, DUBAI-U.A.E
April 2003 to February 2007

ACCOUNTANT & AUDIT EXECUTIVE

Accounts Middle East is one of the leading Auditors, Management & Financial Consultants with Head Office in Sheikh Zayed Road, Dubai.

Job Profile:

Undertaking Accounting & Audit Assignments of its Corporate Clients spread across UAE. It includes Detailed audit Checks and verifications to confirm the adherence of accounting Policies and principles by the Clients. Scope of work includes vouching, data input of all Financial transactions, preparation of all financials- Balance Sheet, Income Statement, Trial Balance, Inventory Verification- Reconciliation, Bank Reconciliation, Ageing of Debtors and Creditors, booking of Accruals, Pay Roll, Reports preparation, customization, submission etc. For immediate/Audit Managers approval and review.

Independent handling of Accounting and Management Reporting to Accounting & Audit Clients in the following areas:

- 1) Trading Companies.
- 2) Property Management
 - a) Management of Commercial & Residential properties throughout Dubai
 - b) Management of Property Income & Expenses on behalf of the management.
 - c) Appointment of facility management for the property maintenance.
 - d) Preparation & negotiation of tenancy contract & rentals.
 - e) Collection of property income & managing expenses & reporting to the management.
- 3) Freight Forwarding, Transport & Clearing companies
- 4) Training & Advisory Consultants
- 5) Media & Marketing Companies
- 6) Media Production companies
- 7) Contracting Companies
- 8) Event & Exhibition Organizers
- 9) Various Clients in the Service Industry.

4) SOBHA DEVELOPERS, BANGALORE – INDIA

JANUARY 1998 – MARCH 2003

Sobha Developers is the leading Builder/Contractor in Bangalore undertaking turn-key and giant projects.

ACCOUNTANT

Job Profile: -

Preparation of Journal Entries and maintaining General Ledger, Maintenance of Accounting system including Journalizing, Verifying and Updating the Subsidiary/General Ledger transactions, Maintaining Petty Cash under Imprest Systems, Bank Reconciliation, Variance reports etc. Assisting in monthly closing of accounts and preparation of financial statements. Assisting in dealing with Sub-Contractors and Suppliers.

QUALIFICATION

Bachelor of Commerce from Calicut University – Kerala – India. 1993-1997

Certificate Course in Computer Application from LCC;Palakkad; India; 1997

Accounting Packages; Hands on Experience with detailed knowledge of the following software:

SAGE 50

QUICK BOOKS

TALLY

FOCUS

IMAGE MANAGEMENT SYSTEM (IMS)

FINANCE ONE (F1)

PERSONAL

Date of Birth	:	10-10-1975
Nationality	:	Indian
Visa	:	Golden Visa valid till 07 th August 2031
Language known	:	English, Hindi, Malayalam, Tamil
Driving License	:	Valid U.A.E. Driving License

References

- **Ramzi Selouan:** Chief Financial Officer – Filmworks FZ ZLLC – Dubai UAE
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Email id: - ramzi@filmworksgroup.com
- **Shabu:** Financial Director – Filmquip Media FZ ZLLC – Dubai UAE
Mobile: UAE: - +971 55 450 2377; Email id: - shabu@filmquipmedia.com
- **Itty Philip:** Chief Financial Officer – Barry Kirsch Production FZ LLC – Dubai UAE
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