

CURRICULAM VITAE

NAVEEN BATHULA (ACCOUNTANT)

EMAIL: pr36559@gmail.com

MOB: 33019342



CAREER OUTLOOK

I am seeking a long-term position where I can provide support in the areas of accounting, finance or administration. I wish to build on the experience I have, and I am keen to take on any training required. I have the desire to learn as much as I can about my chosen field. I can demonstrate my versatility and customer service skills, contributing to the success of the organization.

WORK HISTORY

KOOKITO GENERAL TRADING CO. W.L. L

Dec 2018 – Present

ASSISTANT ACCOUNTANT

- ✓ Post and process journal entries to ensure all business transactions are recorded
- ✓ Update accounts receivable and issue invoices
- ✓ Update accounts payable and perform reconciliations
- ✓ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- ✓ Assist with reviewing of expenses, payroll records etc. as assigned
- ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed
- ✓ Prepare and submit weekly/monthly reports
- ✓ Assist senior accountants in the preparation of monthly/yearly closings

AL AMAL HOSPITAL (Bahrain)

Jun 2017 – Mar 2018

INSURANCE ASSISTANT

- ✓ Maintain, create and work with huge information databases.
- ✓ Look after creation and development of insurance and bonding reports.
- ✓ Prepare and fill up insurance forms and documents, certificates, etc.
- ✓ Preparation of invoices and file customer database for the area assigned to them.
- ✓ Provide excellent customer service and provide support to retain and acquire profitable business of the company

LATTICE CONSTRUCTION COMPANY (Qatar)

May 2013 – May 2016

BOOK KEEPER

- ✓ Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- ✓ Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- ✓ Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- ✓ Balances subsidiary accounts by reconciling entries.
- ✓ Maintains general ledger by transferring subsidiary account summaries.
- ✓ Balances general ledger by preparing a trial balance; reconciling entries.
- ✓ Maintains historical records by filing documents.
- ✓ Prepares financial reports by collecting, analysing, and summarizing account information and trends.
- ✓ Contributes to team effort by accomplishing related results as needed.

AMBICA RESTAURANT (India)

Jun 2011 – Feb 2013

CASHIER

- ✓ Manage transactions with customers using cash registers
- ✓ Scan goods and ensure pricing is accurate
- ✓ Collect payments whether in cash or credit
- ✓ Issue receipts, refunds, change or tickets
- ✓ Redeem stamps and coupons
- ✓ Cross-sell products and introduce new ones
- ✓ Resolve customer complaints, guide them and provide relevant information
- ✓ Greet customers when entering or leaving the store
- ✓ Maintain clean and tidy checkout areas
- ✓ Track transactions on balance sheets and report any discrepancies

QUALIFICATIONS & CERTIFICATIONS

Bachelor of Commerce

Sri. M.V.N J. S & R.V.R Degree College, Andhra Pradesh, India.

2011

Intermediate

Board of intermediate, Andhra Pradesh, India.

2006

Secondary School Certificate

State Board of Secondary Education, Andhra Pradesh, India.

2004

ADDITIONAL QUALIFICATIONS

- ✓ M S Office
- ✓ Tally
- ✓ Document Clearance work (LMRA)
- ✓ Valid Driving Licence Issued by Kingdom of Bahrain on November- 2018

LANGUAGES KNOWN

- | | |
|-------------|------------------------|
| ✓ Telugu | - Mother Tongue |
| ✓ Hindi | - Fluent Level |
| ✓ English | - Business Level |
| ✓ Tamil | - Conversational Level |
| ✓ Malayalam | - Conversational Level |
| ✓ Arabic | - Conversational Level |

PERSONAL DETAILS

NAVEEN BATHULA

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Block 1014, Road 1449,
Al Hamala, Kingdom of Bahrain.

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Date of Birth : 20 May 1989

Nationality : Indian

Gender : Male

Status : Married

Visa : Work visa