

Curriculum Vitae of,

Benny Varghese



CAREER OBJECTIVE

To enhance my working capacities, professional skills, business Efficiencies and to serve my organization in best possible way with sheer determination and commitment

CONTACT DETAILS

+973 39098013

kv.benny@gmail.com



Flat No: 32

Bldg: 994, Road 2923

Salamaniya, Kingdom of Bahrain



PROFESSIONAL EXPERIENCE

- **Total experience in accounting sector – 28 Years**
- **Area of expertise – Medical Sector (24 Years)**

EXPERIENCE SUMMARY AT A GLANCE

Overseas experience

a) Present employment: **German Orthopaedic Hospital**

Position: **Head of Accounts and Finance**

Duration: **Since December 2009**

German Orthopaedic Hospital is the one and only hospital in Bahrain started with a mission to provide state-of-the-art orthopaedic treatment and care to the patient in the Middle East under the management of resident German medical doctors and specialist in the various field of clinical speciality. From 2009 onwards GOH answers the all the orthopaedic needs of GCC.

Roles and responsibilities

- lead, manage and monitor accounting function
- develop, generate and manage timely reports
- managing budgets
- create management tools for effective monitoring
- monitoring and interpreting cash flows and predicting future trends
- supervise the purchase department activities and monitoring the inventory
- ensure timely completion of annual audit
- developing external relationships with banks, customers, suppliers etc
- reviewing and evaluating the cost deduction opportunities.
- preparation of payroll

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SKILLS AND STRENGTH

Dynamic and ambitious

Ethical and trustworthy

Strong organization, analytical
administrative skills

Leadership skills

Articulate and influential

Communicator

Multitasking

Quick learner, initiative,

Dedication

- manage the accounts , purchase and insurance departments staff
- researching and reporting on factors influencing business performance
- create and monitor an effective internal audit system
- prepare the policies and procedures of the accounts department
- ensure compliance of all accounting processes to that of the organization's goals.

b) Organization: **Al Kindi Specialized Hospital**

Position: **Purchase and Accounting Officer**

Duration: **From April 2008 to October 2009**

Al Kindi Specialized Hospital is one of the leading super speciality hospitals in Bahrain that provides up to date medical services by experienced consultants and specialist. Al Kindi specialized hospital have more than 20 speciality department and stands as the centre of excellence in GCC

Roles and responsibilities

- manage the purchase activities of the entire hospital
- conducting stock verification
- monthly management report
- maintain the suppliers accounts
- all the accounting work related to purchase, payments and inventory
- conducting market study to ascertain the best products and suppliers in terms of best value, delivery schedules and quality
- liaising between suppliers, manufacturers, relevant internal departments
- negotiating and agreeing contracts and monitoring their progress - checking the quality of service provided

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AWARDS & RECOGNITIONS

**Competent Communicator
certificate** – Toastmasters
International

Competent Leader certificate –
Toastmasters International

**Winner of Toastmasters
International speech contest** –
Club level

**Runner-up of Toastmasters
international speech contest** –
Area level

- processing payments to the suppliers
- maintain contract files and using them as reference for the future
- forecasting price trends and their impact on future activities
- developing the purchasing strategy of the hospital
- attending meetings and trade conferences
- training and supervising the work of other members of staff in store & purchase
- budgeting the yearly consumption of items and issue the open order to the suppliers
- yearly fixed asset verification
- coding of fixed assets
- fixing reorder level for all the fast moving items

c) Organization: **Qatar Space Technology (QST)**
Position: **Senior Accountant**
Duration: **From February 2007 to April 2008**

Qatar Space technology is the leading steel structure company in Qatar was founded in 1998 in South Korea and moved to Qatar in 2000 as a launching to the middle east market of steel structure and construction. Khalifa sports city – Qatar, 44 westbay residential tower, Qatar chemical plant, Al Bidda tower etc are the prestigious projects of QST.

Roles and Responsibilities

- payroll in charge
- maintain books of accounts of suppliers and customers
- tracking the collection from the customers
- supervise the petty cashier
- cash flow report to the accounts manager
- associate with the chief accountant

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SOFTWARE FAMILIER WITH

Office automation

Tally-Accounting software

Profit –Accounting software

Agil Plus-Accounting software

E-tax - Income tax software

HMS –Health care software

HIS–Health care software

IFMS – Health care software

ACADEMIC QUALIFICATIONS

Bachelor of Commerce

Experience in India

d) Organization: **Karothukuzhi Hospital Pvt Ltd**
Position: **Chief Accountant**
Duration: **From November 1994 to January 2007**

Karothukuzhi Hospital Pvt Ltd is one of the leading speciality hospital in Kerala—(Aluva – Ernakulum Dist) having 180 bedded with 24 hours accident unit. Karothukuzhi hospital started in 1981 and after long years of dedicated service, KKH has a very good reputation among the public. I was joined as an accountant in 1994 and the management promote me as the chief accountant in 2000 and after 13 year employment, I resigned for a gulf employment in 2007.

Role and Responsibilities

- preparation and finalization of books of accounts of the company
- preparation of payroll of doctors and staff
- administrate the provident fund and gratuity of staff
- income tax matters
- manage the accounts and insurance department
- cash flow management
- yearly stock verification
- management reports
- finish the audit in time
- liaising with customers and suppliers

e) Organization: **Jacob and Mani Chartered Accountant**
Position: **Account Assistant (CA Trainee)**
Duration: **From June 1992 to October 1994**

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PERSONAL INFORMATIONS

Nationality: Indian

CPR No: 700351892

Passport No: K8411414

Driving License: Valid Bahrain & Indian licenses

Marital Status: Married

Jacob and Mani is one of the leading Chartered Accountants in Kochi – Kerala engaged in audit activities of commercial banks and companies. During my internal ship, I had trained various fields of accounts.

Role and Responsibilities

- engaged in audit work of banks, companies, clubs etc
- preparation of audit statements
- stock verification as a part of audit work
- preparation of financial statements
- income tax matters of clients

Reference

- **Tom Varghese**—Financial Controller- Al Kindi Specialized Hospital-Bahrain. Mob:+973 36762544
- **Mr. K. H Sidhik ICWA, MD**— Karothukuzhi Hospital – Mob:+919846577000

Declaration

I hereby declare that the above particulars are true to the best of my knowledge and Belief

Date :

Benny Varghese

