



# SAMEER

# NAMBRAVALAPPIL

## Financial Accountant

### About Me

Highly dedicated, competent and dynamic professional with more than 15+ years of experience in Financial Accounting, Reporting, Auditing, system Implementation and Inventory Management work profile, seeking a position to utilize my skills and abilities in an organization that offers security and professional growth while being resourceful, innovative and flexible.



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Near American Mission Hospital,  
Manama, Kingdom of Bahrain

### LANGUAGE

- English
- Hindi
- Malayalam

### EXPERTISE

- AR/ AP Consolidation & Reconciliation
- Financial Analysis & Reporting -MIS
- Bank Reconciliation
- Fixed Asset Management
- Finalization of Accounts
- Exposure to ERP systems
- Processing Payroll
- Inventory Control
- Administration
- J V, G/L, P/L Management

### EXPERIENCE

#### Al Kindi Hospital BSC (C), Kingdom of Bahrain

##### Senior Accountant

2021 - Present

- Review daily and monthly vouchers to verify the accuracy of entries.
- Perform monthly reviews of Trial Balance ledgers and facilitate the closing of books.
- Execute various accounting tasks promptly in coordination with finance team and ensure the timely completion of general accounting duties within the specified deadlines.
- Prepare comprehensive records and reports for internal and external audits, facilitating smooth audit processes.
- Review of account payables and process the payments, both internal and external, ensuring transparency and accountability.
- Creating and updating IP Packages and Surgery list within the system for efficient management
- Handle monthly VAT Return filing and maintain separate records for VAT transactions, ensuring accurate reconciliation.
- Calculate and prepare monthly payments for doctors' shares of income demonstrating precision in financial disbursements.

#### Al Soroor Commercial Centre WLL, Bahrain

##### SENIOR ACCOUNTANT

2019 - 2021

- Perform Financial Analysis and Reporting to Management as needed.
- Recording monthly closing entries- prepaid expenses, Depreciation, Provisions and Accrued expenses.
- Generating and compiling Financial Reports - Profit & Loss a/c, Balance Sheet and Cash flow statement by collecting, analyzing and summarizing account Information and closing of Accounts each month.
- Co-ordinate with Finance team to complete assigned Accounting tasks within deadlines.
- Updating, filing the VAT transactions separately and VAT Reconciliation.
- Filing and submission of VAT Return on quarterly basis.

#### Awal Marine Services WLL, Bahrain

##### SENIOR ACCOUNTANT

2013 - 2019

- Issue Cheques to local suppliers, Payment of general utilities, govt. Authorities viz. Ports & Maritime for various mandatory documents renewals, GOSI and Other expense payments.
- Preparing bank payment; TT Payment and L/C Payments.
- Bank Reconciliation, Process and Reconciliation of Joint Venture Accounts, Sister Concern Accounts and Cash Flow budgets for multiple Departments.

## COMPUTER SKILLS

- Computerized Finance Management/ Accounts Software- Tally ERP 9, RYTE, Pegasus, Organizer, MCA
- Expert in MS Office Package: Excel, Access, Word, Outlook, PowerPoint
- Completed Three month online Digital Marketing course (Social Media Ads, SEO and Graphic designing)
- Pursued Three month online training program on Chat GPT and Artificial Intelligence
- Completed **GCC VAT Accounting** course from G-TEC, Kerala, India

## OTHER INTERESTS

- Knowledge of Share market and Mutual funds
- Experience in online share trading - Buy and Sell
- Sound academic knowledge of Investment activities - Fundamental, Technical and valuation of shares

## EDUCATION

### Calicut University

Attended M.com- Finance  
2002, Kerala, India

### Calicut University

B.com Finance  
1999, Kerala, India

## PERSONAL DETAILS

- Nationality: Indian
- Languages Known: English, Hindi, Malayalam
- Marital Status: Married
- Driving License: Valid Bahrain License

## REFERENCE

Available upon request

- Co-ordinate with banks, dealt with all the banking matters and deposited the cheques collected to bank on regular basis.
- Maintains updated records of Debtors and Creditors A/c with timely follow-up settlement and payment from the clients.
- Prepared Journal voucher file of adjustment entries, Salary payable reversal, Staff provisions and Depreciation provision
- Perform analytical review of Financial Statement, Structured accounting system and its proper implementation.
- Processing of Payroll and Calculation of full Employee settlement.
- Assist in Finalization of Accounts and Annual audit programme by resolving issues arising during the Course of Audit on a timely basis.

### J.A Zayani and Sons WLL, Kingdom of Bahrain

#### Accountant

2009 - 2012

- Management of accounts payable function, control of all payments relating to the business.
- Established independent office correspondence with local and Overseas Suppliers/Customers/ Shipping Co /Bankers and executed all kinds of Letter of Credit (L/C) and Bonds in relation with Bank.
- Ensure all payments are supported with authorized purchases and Delivery notes.
- Manage Reconciliation and collections of due account receivable on regular basis and follow ups.
- Reconciliation of all Bank Statements periodically.
- Stock checking at the end of the year and Prepare the Stock Statement.

### Al Kooheji Building Care, Bahrain

#### Assistant Accountant

2007- 2008

- Handle complete Books of Account independently up to Finalization, cash, stock, Accounts Payables, Accounts Receivables, credit control, general ledger, accruals and other related jobs.
- Preparing Quotations, authorizing LPO, Invoice, Delivery notes.
- Reconciliation of Bank Accounts, Preparation of Final Accounts such as Balance sheet and Profit and Loss account.
- Reconciliation of Petty Cash Book and Cash Book Analysis
- Maintained all the administration and HR activities, performed tasks and additional designations assigned by the Management.

## EMPLOYMENT HISTORY IN INDIA

- Practised as Management Auditor at Pamac Finserve Pvt. Ltd. Cochin Kerala for the period from June - Oct 2004.
- Clerk at Godrej & Boycee Pvt. Ltd., Cochin, Kerala, India
- Sales Executive at KVR Vehicles, dealer of Bajaj Co. Kannur, Kerala
- Accountant at SRR Associates, Kannur, Kerala, India

#### Main Responsibilities Include:

- Filing of Purchase returns and sales returns to tax authorities.
- Sound knowledge of VAT, Sales tax and service tax related matters.