



SAMEER

NAMBRAVALAPPIL

Financial Accountant

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.

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

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 Finserv Pvt. Ltd. Cochin Kerala for the period from June - Oct 2004.
- Clerk at Godrej & Boyce 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.