

## RESUME



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### **CAREER OBJECTIVE**

To make optimum use of my skills and capabilities in reputable organization that will offer me a chance to grow and enhance my career opportunities. To work for an organization that will provide me the opportunity to be a part of the team; to provide complete support to the organization and become a successful team player amongst colleagues and others.

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

### **PROFESSIONAL EXPERIENCE**

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|-----------------------|---------------------------------|
| ➤ <b>Designation</b>  | <b>Accountant</b>               |
| ➤ <b>Duration</b>     | <b>June 2016 – March 2020</b>   |
| ➤ <b>Organization</b> | <b>Real Search WLL</b>          |
| ➤ <b>Location</b>     | <b>Seef, Kingdom of Bahrain</b> |

A leading real estate and investment company in Bahrain with more than twenty projects all over Bahrain

- Preparation of Budget Variation Analysis Report of different projects
- Maintaining Base Line Cost Analysis Report
- Payment Processing & Maintaining Records
- Implementation of VAT and preparation of VAT Reports
- Working for implementation of new ERP Software Microsoft Dynamics GP - GL Code, Customer Code, Fixed Asset Schedule, Stock Item (Flats, Offices, Villas etc.)
- Bank & Supplier Reconciliation
- Calculation and Preparation of Rent Invoices for Dragon City Apartment Project
- Maintaining record of rent collection and PDC received
- Preparation of various rental reports (Ageing Analysis Report, Monthly Rent Collection Report, First Term and Second Term Receivable Report etc.) for management.
- Assisting Senior Accountant for Auditing-Depreciation Schedule, Project-Wise Cost Report etc.

➤ <b>Designation</b>	<b>Accountant</b>
➤ <b>Duration</b>	<b>March 2015 – March 2016</b>
➤ <b>Organization</b>	<b>Al Saadoon Group S.P.C</b>
➤ <b>Location</b>	<b>Sitra, Kingdom of Bahrain</b>

Al Saadoon Group SPC is a parental company consists of eight different companies. The main business of companies are public utility cleaning services & related activities, manufacturing of steel, plastic & paper products and import & sale of cleaning equipment.

- Reporting to the MD and Accounts Manager with the supporting MIS
- Assist accounts manager for external audit and its documentation
- Generating and maintaining records of PDC
- Provide comprehensive fiscal knowledge, accounting or fiscal support, monitors fiscal solvency and ensure funding compliance
- Develop, revise, and maintain a variety of accounting, budget, and financial reports, statements, performs related duties as assigned, fiscal production work under stringent timeline.
- Perform accounting payable functions and manage vendor accounts.
- Deal with Bankers, Insurers etc. regarding financial transactions.
- Accounting and controlling manufacturing process.
- Analyzing and reporting manufacturing cost.
- Manage accounts payable, accounts receivable, and payroll.
- Controls sales and purchase ledger functions
- Prepare annual company accounts and reports
- Control company expenses
- Prepare documents to take bank loans and maintain records of loans
- Coordinate the activities of different departments
- Accounting import activities and support logistic and purchase department

➤ <b>Designation</b>	<b>Accountant</b>
➤ <b>Duration</b>	<b>April 2012 – November 2014</b>
➤ <b>Organization</b>	<b>Al Badri International LLC</b>
➤ <b>Location</b>	<b>Barka , Sultanate of Oman</b>

Al Badri International L.L.C is a well reputed building material whole sale and retail company in Oman

- Manage vendor accounts, generating PDC.
- Manage financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable
- Ensure compliance with accounting deadlines.
- Coordinate monthly payroll functions.
- Communicate with bankers, insurers and solicitors regarding financial transactions.
- Manage accounts payable, accounts receivable, and payroll.
- Generate budgets and forecasts on a quarterly basis and presented to the management team.
- Prepare annual company accounts and reports.
- Perform online banking functions.
- Monitor and record company expenses
- Perform general office duties and administrative tasks.
- Prepare monthly confidential sales reports for presentation to management.

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|-----------------------|---------------------------------|
| ➤ <b>Designation</b>  | <b>Accountant</b>               |
| ➤ <b>Duration</b>     | <b>July 2010 – October 2011</b> |
| ➤ <b>Organization</b> | <b>Murali Tile Factory</b>      |
| ➤ <b>Location</b>     | <b>Thrissur, Kerala, India</b>  |

Murali tile factory, a leading manufacturer of best quality “De Aired roofing, ceiling and all types Decorative tiles”

- Manage vendor accounts, generating weekly on demand cheques.
- Manage financial departments with responsibility for Payroll, Accounts Payable and Receivable.
- Ensure compliance with accounting deadlines.
- Coordinate monthly payroll functions.
- Generate budgets and forecasts on a quarterly basis and presented to the management team.
- Prepare annual company accounts and reports.
- Monitor and recorded company expenses
- Perform general office duties and administrative tasks.
- Prepare monthly confidential sales reports for presentation to management.

### **ACADEMIC CREDENTIALS**

**Bachelor of Commerce [B.Com]**  
University of Calicut, INDIA.

### **CERTIFICATIONS**

#### **SAP KA ERP FINANCE (International Certificate)**

- Proficient in Accounts Payable, Receivable and Management Accounting in Finance Module of SAP ERP R3.
- Study on Management Accounting entries needed for Accountant.
- Brief study on all other SAP FI Modules (Asset Accounting, Bank Accounting, General Ledger)

**Manual and Computerized Accounting** from IPA, Thrissur, an ISO 9001-2000 Certified Accountants’ Training Institute.

- Writing up of books and finalization of accounts of Trading, Manufacturing, Service, and Nonprofit Organizations.
- Preparation and Maintenance various registers like Purchase Register, Sales Register, Journal Register, Credit Note Register, Debit Note Register etc.
- Preparation of Various Accounting Reports like Aging Analysis, Income and Expenditure Statements, Bank Reconciliation Statements etc.
- Undergone a Practical Training Program in Foreign Exchange and Import and Export and Documentation for Import and Export

### **TECHNICAL SKILLS**

- Packages **SAP R3**, Tally ERP 9, Peachtree, QuickBooks, Focus Reach, MS-office.
- Operating System MS DOS, Windows10/8/7/vista/xp/2000/98
- Others A+ Computer hardware

### **PERSONAL PROFILE**

Age and Date of Birth	31 Years, 01-07-1989
Sex	Male
Marital Status	Married
Languages Known	English, Hindi, Malayalam