

Self- motivated professional student with a keen eye for detail. Currently pursuing the ACCA qualification and seeking to develop and utilize my knowledge and skills in a professional environment.

Qualifications

2021- ACCA – Strategic Professional (in progress)

– Applied Knowledge & Skills (completed)

2019 - ACCA - Diploma in Accounting and Business (RQF level 4)

2015 - CBSE - Senior School Certificate Examination (CGPA 7)

Modules completed: Accountancy, Economics, Mathematics and Business Studies

Professional Experience

Accountant / Administrator

Mr Hassle Free W.L.L. – Kingdom of Bahrain

September 2020 - Present

Startup team member: responsible for the administration and general accounting of the business.

- Organising and attending meetings with vendors.
- Building and maintaining professional relationships, tailoring requirements, resolving queries and ensuring positive client experiences.
- Supporting the sales and marketing team in identifying vendors and securing new deals.
- Collection and assimilation of financial and vendor data.
- Recording and reconciling of balance sheet items.
- Meticulously handled transactions including cash and credit to ensure seamless and accurate cash flow.
- Managing advertising, equipment and petty cash expenses and ensuring timely payments to suppliers.
- Established contacts with major restaurants, eateries and florists and secured contracts with vendors.
- Represented the company at commercial events.
- Contributed ideas for the company logo design and color scheme.
- Aided the development, testing and implementation of the online application.

Core Skills

- Effective communication and interpersonal
- Organisational
- Knowledge of IFRS
- Analytical and problem solving
- Brand marketing
- Client account management
- Reporting and presentation
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)

Achievements

- Passed the All India Senior School Certificate Examinations (First Class).
- Secured first place in the school magazine competition as the editor and cover-page designer.
- Won the school talent competition as group choreographer and dancer.
- Second place team in school sports day football tournament.

Languages

- English – Native
- Hindi – Beginner
- French – Basic

Personal interests

Creative arts, music, dance, cycling, swimming, event planning and organizing.

References

Available upon request.
