

CURRICULUM VITAE

GOWRI SHANKAR

Mobile: +973 39479088 ~ E-mail: shankergowri53@gmail.com

OBJECTIVE

Seeking a position to utilize my skills and abilities in the professional field that offers betterment, security and growth of the organization as a whole.

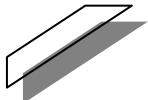
KEY STRENGTH

Generalist /Administration, Team Management,

Personal/Professional Qualities:-

- Ability to grasp new concept and technologies
- Drive for result through high set personal standards and effective team work
- Planning for business analysis the needs of operation
- Willing to put an extra effort & time
- Adaptability and integrity.

EMPLOYMENT RECITAL



15th April 2018 onward until date
Modern Mechanical Electrical & Transport Co. W.L.L, Bahrain
Accountant

Key Responsibilities

- Preparing Port invoices with the help of Time sheet worked as per the types of ship (Container, General Cargo)
- Verifying all other Customer invoices and making payments in time.
- Checking Supply invoices with Time cards.
- Preparing Internal Invoices.
- Preparing Expenses report.
- Updating the Day to day activities to Manager.

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HR Role:

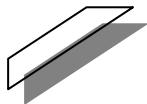
- ⊕ Checking the punching cards and closing the time card on time.
- ⊕ Once head office confirmed checking the Salary sheet and if any discrepancy reported to manager.
- ⊕ Leave payment is prepared for Employees who ever is eligible for the present month.
- ⊕ Employee if going for Vacation taking Air ticket quote and booking Air tickets.
- ⊕ Employees Passport given at the Time of they travel for Vacation and if any emergency passport issued with proper approval.
- ⊕ Passport received and handover to Head office once Employee back from Vacation.
- ⊕ Maintaining proper files and whenever asked given to Manager.
- ⊕ Sending due dated Employees for Medical Checkup
- ⊕ Maintaining proper data of Employees Passport, CPR, and VISA copy etc., and submitted whenever requested by APM Terminal office.
- ⊕ Purchasing PPE for Employee and maintaining the Bills.

Cashier Role:

- ⊕ Handling petty cash made daily purchase and closing petty cash and bills submitted to Manager once approved send to Head office.
- ⊕ Taking Quote for if any high price and informed to Manager.
- ⊕ Getting approval to purchase Cleaning items, Refreshments and Stationery items once approved purchased all items in low price with good offer.
- ⊕ Paid Vacation money once Employee returned on time and if exit employee given Final settlements and passports on time.

OTHER ROLE:

- ⊕ Taken all Camp (Labour Camp, Supervisor Camp & Other flats) cheques and issued on time.
- ⊕ Initiating printer meter reading monthly basis.
- ⊕ Helping Staffs in purchasing and Educate how fast they could do work.



April 2017 until 10th April 2018
Ramee Grand Hotel & SPA,
Bahrain
Account Payable

Key Responsibilities

- ⊕ To check all incoming supplier invoices signed by related department head with approved Purchasing Order and purchase request.
- ⊕ Check arithmetic accuracy, date, quantity, quality and receive stamp approval on the purchase invoice with agreement and follow-up any discrepancies with the supplier in writing and store entries then posting the purchase bill in the accounts.

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- Check the invoices from the stores made to respective outlets and Market survey of food products especially fruits and vegetables.
- Allocates costs according to the chart of accounts
- Tally and receive total invoice and reconciliation of outstanding with the total payable balance.
- Post the invoices to its respective expenses and files supplier wise and Control and verifying long out standings debtors ledger. Preparing monthly Account Reconciliations A/P.
- Post all the invoices as per batch, like the food items to food inventory accounts and take printout after posting for future reference.
- Prepare the bank cheques. Ensure that all cheques to be locked, cheques should be endorsed; give the cheques with complete backup and requisition to chief accountant for final checking and obtain approval from the fiancé controller & general manager.
- Inform to supplier when cheques is ready for collection.
- Promptly resolves all disputes with purchasing and suppliers.
- All petty cash voucher received from the general cashier should be checked thoroughly i.e. Approval and backup necessary and passed to chief accountant for checking.
- At the month end verifies with the cost controller the total purchase of goods with the invoice amounts entered and posted in the subsidiary ledger.
- At the end of the month, posting the journal vouchers for closing of the books and subsequent timely preparation of financial data.
- Assist in maintaining all accounting records of the hotel in the manner prescribed by the corporate office and reporting to chief accountant.

Additional Responsibilities

Cashier Job:

- Counting daily cash and preparing the cashier report in time and submitted for chief acct.
- Petty cash for hotel expenses, making cash vouchers separately if more than BD100/- and salary advance.
- End of the day counting and closing the cash.

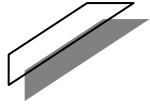
HR Payroll Job:

- Preparing payroll and salary in time.

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September 2012 until June 2015
Siemens Technologies Services & Pvt. Ltd
Bangalore, India
Junior Associate in Account Payable (Middle East & SA Team)

Key Responsibilities:

- Invoice processing in the day to day basis as per the given target.
- Per day verifying more than 500 invoices in Read soft.
- More than 150 invoices processed in SAP.
- Processing both FI and MM invoices.
- Achieving the daily target and additional responsibilities has been taken (working on emails)
- Handling the daily queue and allocating work to the team members
- Managing AP (Accounts Payable) Process – Invoice booking, vendor clearing, advance adjustment, retention booking, other general adjustments, GR/IR clearing, etc.
- Handling urgent payment requests (UPR) on daily basis.
- Maintaining productivity tracker and dashboard on daily basis.
- Processing invoice Upload of urgent vendors.
- Handling Accounts Payable & Supporting Payments Services team.
- Handling GR/IR clearing of PO as requested by country region.
- Processing Invoices in Coupa and PeopleSoft.
- Creating and Modifying Vendors in People Soft.
- Sending Rejection report and queue status report to Customers in Weekly basis.

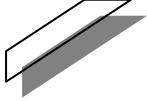
For Research Analysts in D&B:

- The given company name is researched and updated in Repository Software.
- The entity names are searched in all the legal sources and then updated in Repository.
- Creating a unique DUNS number for the entity.
- Given target is achieved in daily basis with accuracy.
- Responding for priority emails.

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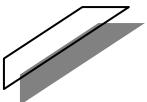
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ACADEMIC & PROFESSIONAL SKILL

- Master Degree in Commerce (M.COM) (Inter. Business) : Bharathiyar University (2010 – 2012) Ooty, Tamil Nadu, India
- Bachelor Degree in Commerce (B.COM): Bharathiyar University (2008 – 2010) Ooty, Tamil Nadu, India
- SAP-AP0 [Accounts Payable]
- Opera, IDS software
- Basic Knowledge of Computers & MS office tool.
- Ability to learn efficiently and produce results within stipulated time frame.
- Good typing speed of 25-30 WPM.



PERSONAL VITAE

- Father Name : Mr. Basuvaraj. N
- Date of Birth : 10.02.1987
- Nationality : Indian
- Passport Details : N 7410506 , valid until 23/03/2026
- Languages known : Fluent in English, Hindi, Kannada, Tamil & Malayalam
- Marital Status : Single

Hobbies:

- Active participation in internal and external sports activity conducted within the corporate level and participated in skit regarding Risk Internal Control.

THE ABOVE FURNISHED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Place: Kingdom of Bahrain

Date:

Gowri Shankar