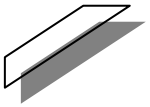


# CURRICULUM VITAE

**GOWRI SHANKAR**

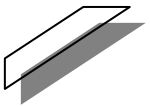
**Mobile:** +973 39479088 ~ **E-mail:** [shankergowri53@gmail.com](mailto:shankergowri53@gmail.com)

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## 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

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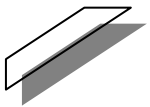
Generalist /Administration, Team Management,

## 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

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**15<sup>th</sup> 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.

# CURRICULUM VITAE

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## **HR Role:**

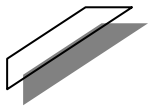
- ✚ Checking the punching cards and closing the time card on time.
- ✚ Once head office confirmed checking the Salary sheet and if any discrepancy reported to manager.
- ✚ Leave payment is prepared for Employees who ever is eligible for the present month.
- ✚ Employee if going for Vacation taking Air 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 10<sup>th</sup> 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.

# CURRICULUM VITAE

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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:**

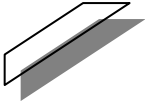
- ✚ Preparing payroll and salary in time.

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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.

# CURRICULUM VITAE

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## ACADEMIC & PROFESSIONAL SKILL

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- 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

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- 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**