



PROFILE

More than 25 years of professional experience in Accounts, Audit & Administration with analytical and problem-solving skills.

Have the confidence to work in hostile and hard circumstances with dedication and innovation at every place to accomplish best operations and performance improvement strategies.

Flexible with the ability to lead & contribute to teams.

Experienced & confident to handle multi division/company accounts.

CONTACT



+39273811



**F 41, Building 1362, Road 2834,
Block 328, Al Sugaiyya / Salmaniya**



sunilsamuel73@gmail.com

<http://www.linkedin.com/in/sunil-samuel-59447925>

PERSONAL DETAILS

Date of Birth: 21-03-1973
Nationality: Indian
Visa Status: Transferable
Marital Status: Married
Driving License: Bahraini & Indian

SUNIL KOSHY SAMUEL

CHIEF/SENIOR ACCOUNTANT

WORK EXPERIENCE

BEMCO W.L.L. - Senior Officer, Accounts

www.bemco.com.bh

April 2019 – February 2022

- Perform all accounting functions, as required to do by the company management
- Payroll Administration & Employee settlements of more than 400 staffs
- VAT Administration

GULF SUPPLIES CENTRE (CR 4627-1) – Finance Manager

www.gulfsupplies.biz

January 1999 – February 2019

ZAYANI BUILDING SERVICES (CR 4627-8) – Finance Manager

www.zayani.biz

July 2006 – February 2019

- Implementation and maintaining of Accounting Policies & Internal Control, Supervision of all supporting staffs
- Preparation & Administration of Budgets
- Finalization of Accounts & MIS in accordance with the International Financial Reporting Standards (IFRS) and reporting directly to the Chairman & Directors
- Serving as a part of management team for decisions making
- Liaising with auditors in finalizing the Holding Company accounts and filing the audited financials with Ministry of Commerce
- Work with VAT consultants for implementation & administration
- Daily Cash & Bank transactions, Electronic Banking, Foreign Exchange deals, Negotiation with banks for availing Credit Facilities, Bank Trade deals (such as Letter of Credit, Inward collections, Guarantees, Tender Deposits etc.)
- Handling administrative matters like Commercial Registration renewals, updating files with various Ministries (such as Industry & Commerce, Labour, Electricity & Water, Immigration, Municipality Affairs etc.)
- Handling LMRA EMS & Social Insurance Organization
- Upgrading & Updating Communication Systems, Employee Recruitment, Work Visa Processing, Residence status updating, Employee settlements as per Labour Laws
- Managing the above companies as and when required
- Left the above companies for better career

BALLARE SCHOOL OF PERFORMING ARTS - Internal Auditor

www.ballarestudio.com

September 2011 – February 2019

- Being the Director's (of Gulf Supplies Centre & Zayani Building Services) own establishment, my duties were to Establish & Supervise Accounting system, Finalizing Accounts, Internal Auditing & Reporting etc.



REFERENCES

Mr. Mollai Sidrajan

Senior Audit Manager
Talal Abu-Ghazaleh & Co. International
Tel: +973 17550003

Mr. Nath Venkitachalam

Partner
BDO
Tel: +973 17530077

Mr. P.V. Radhakrishna Pillai

President
Bahrain Keraleeya Samajam
Tel: +973 17251878

Ms. Sindhu Nanjaiah

Senior Manager
HSBC Middle East
Tel: +973 17569569

HOBBIES

Badminton & Music

LANGUAGES

English, Hindi, Malayalam

WORK EXPERIENCE (CONT...)

ST. THOMAS E.M. HIGH SCHOOL - Internal Auditor

www.stthomashspandalam.in

January 1998 – December 1998

- Establishing Internal Control of Accounts & Stores
- Finalization of Accounts, Internal Auditing & Reporting
- Left the job upon completion of Contractual obligations

SASI, VIJAYAN & RAJAN CHARTERED ACCOUNTANTS - Audit Clerk

Kerala, India

September 1994 – August 1997

- Finalization & Auditing accounts of: Manufacturing Companies, Trading Companies, Banks & Financial Enterprises, Government Bodies, Hotels, Educational Institutions, Hospitals etc.
- Preparation of Tax Returns (Sales Tax & Income Tax), Budgetary & Projected Financials etc.
- Left the job upon completion of Contractual obligations

EDUCATION & TRAININGS

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

- Year 1994 – Year 1997
- Intermediate (3 Years Articleship & Course study completed)
- Advanced Accounting (Corporate, Partnership, Proprietorship & Bank Accounts), Cost Accounting, Auditing, Direct & Indirect Tax

UNIVERSITY OF KERALA, INDIA – Bachelor's Degree (Accounting)

- Year 1991 – Year 1994
- Accounting (main), Cost Accounting, Commercial Laws, Auditing, Statistics, Economics & Business Management

SKILLS

Accounting	100%
Tally ERP	100%
LMRA & SIO	99%
Ms Office	99%
Electronic Banking	100%