

## Personal details

Date of Birth : 8<sup>th</sup> May 1987  
Nationality : Indian  
Marital Status : Married  
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**Rejisha Vineesh Kumar**

## Career Objective

Experience can be the key factor in any business. I have undergone many business deals and I know how to crack the various deals. I have the various skills which are essential for this field. I can convince my client as well as win his/her trust which is the major factor of having success in this field. I know why I am in this field and what I should do for the growth of this field.

## Career Summary

I have around 8 years of Accounting experience, it includes 1 year of accounting experience in Abhirami Institute of Technology and 8 years of experience in the Kavalani and Sons. Recently I worked in the Kavalani & Sons WLL as an Accountant, before working as Account Assistance in the Abhirami Institute.

### **Ali Matrook W.L.L**

Accountant(December 2019 onwards)

Ali Matrook is one of the leading Real estate company in Bahrain. Main Responsibility is accounts payable.

## Responsibilities

- € Making creditors payments.
- € Collecting payments and making receipt.
- € Prepare bank reconciliation,
- € Making staff salaries.
- € Prepare profit and loss account
- € Prepare credit card entries.

## **Kavalani & Sons W.L.L.**

Accountant (15th August 2012 to 20th November 2019)

Kavalani is the one of the leading Trading Company in the Bahrain and ISO 9001-2015 certifies company. Main responsibility is accounts receivables and payables. Accurately maintain accounts related e-files, it's include pending Cash Memo, un-posted delivery notes, Un-invoiced items and outstanding invoice report, bank reconciliation ,making payments.

### **Responsibilities**

- ☐ Handled day-to-day journal entries, reports, and income/sales, sales receipt deposits and performed various routine adjustments to company documentations.
- ☐ Utilized on a daily basis the accounting system of the company and assisted with monthly reports and invoicing.
- ☐ Weekly preparing the ageing report including Cash memo and Invoice, share those report to sales man and the management.
- ☐ Creating the report of Un-posted cash memo, delivery note and the un-invoices delivery items.
- ☐ Making the Delivery Note return & Sales return /Credit note on the basics to the concern paper. After made the sales return / credit note allocate to the concern company.
  
- ☐ Prepare the Bank voucher, once we received the direct payment and allocate to particular company.
- ☐ Collecting the PDC and arrange according to the chronological order. Deposited those cheques on the date as well as consider the request from the customer.
- ☐ Assist the Accountant to maintain records of invoice and creditors payment.
- ☐ Prepare Profit and loss statement and monthly closing cost accounting reports.
- ☐ Handing Petty Cash, tally those amount before end of the day and collect the authorized signature.
- ☐ Posting Cash Memo & Delivery note according to the endorsed form the store.
- ☐ Prepare the Bank reconciliation statement on every month end.
- ☐ Payables and receivables, assisted with processing periodic reports and generating invoices.
- ☐ Balanced entries, organized documents and debits and credits, verified statements and totals with records.
- ☐ Managing accounts receivable, account payable and payroll departments and purchase orders.
- ☐ Responsible for administering online banking functions.
- ☐ Prepare credit card entries.
- ☐ Keeping track of all payments and expenditure .including payroll.

## **Abhirami Institute of Technology (Kerala)**

Account Assistant (29th January 2010 to 20th February 2011)

Abhirami institution is the one of the leading auditing firm in Kerala. Main responsibility is verifying bills.

### **Responsibilities**

- ☐ Giving approvals after confirming the cost of product and also providing assistance to the other colleagues regarding the cost.
- ☐ Preparing various documents (Letters, Invoices, Memos, Reports and Quotations).
- ☐ Coordinate with the customer via telephone or mail for payment follow-up.
- ☐ Responsible for preparing ageing report and updating to the sales man.
- ☐ Make sure that all employees recognize their fundamental roles to achieve the Organization Objectives.
- ☐ Preparing pay roll statement, Updating the newly joined employees report, arrears, incentives, allowances and commission along with the salary calculation. Also deduct like absenteeism and loans.
- ☐ Handling day today journal entries, reports, and income/sales receipt deposits, bank account reconciliation, and performed various routine.
- ☐ Balanced entries, organized documents and debits and credits, verified statements and totals with records.
- ☐ Prepared supporting documentation whenever customers or auditors required.
  
- ☐ Responsible for managing accounts receivable ,accounts payable.

### **Academic Details**

Degree	Board/University	Year of passing
M.com	University of Kannur	2010
B. Com	University of Calicut	2007
Plus Two	Board of Higher Secondary Education	2004
S.S.L.C	Board of Higher Education Kerala State	2002

### **Technical Knowledge**

- ☐ MS Office: MS Word,MS Excel
- ☐ Computerized Accounting: Tally, Peach Tree,E-Filling.

### **Self Acknowledgement**

I here delare thtat the above information is ture to the best of my knowledge

Rejisha Vineesh Kumar