

## RESUME



**SELBY ELJO**

Flat No.21, Bldg.No.784

Road No. 426, Blk - 904

West Riffa,

Mob : 36226088

Email ID: selbymanuel@rediffmail.com

---

---

### CAREER OBJECTIVES

A suitable position in **Accounts Assistant / Office Administration** with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

### SUMMARY OF KEY SKILLS AND EXPERIENCE

- Having 8 years of experience in Accounts Assistant with Administration in Bahrain
- Having 8 years of experience in administration in India
- Professionally qualified with BA Economics in India
- Well experienced in computerized accounting environment  
Also proficient in Tally ERP 9 & MS Office Applications
- Possess demonstrated ability to work effectively and congenially with employees at diverse levels. / Strongly commercial with excellent communication and influencing skills.
- Possess excellent analytical, management, administration & problem solving skills.
- Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully.

### WORK HISTORY

- ✓ **Accounts Assistant cum Administration, Overland Trading, Bahrain from 2014 January to till date .**

#### **Job Profile:**

- Prepare all accounts transaction and documents related organization.
- Prepare profit and Loss Account.
- Assisting vat filing.
- Prepare (Annual report), Financial Report (Profit and Loss Accounts), Balance sheet and depreciation
- Prepare and send invoices to customers
- Maintaining of Petty Cash, LPO, Receipts, Bank Payment vouchers etc.

- Bank reconciliation on monthly basis.
  - Maintaining of employee's overtime cards, Monthly Payroll etc.
  - Prepare leave salary and indemnity
  - Documentation for all HR related jobs: renewals of visas, monthly payments of LMRA, GOSI, CR's Payments, New Visa application, issuing employment contracts, employees record updates, salary updates, SIJILAT services such as CR's renewals, CR activity fees, BCCI membership payments, CPR renewals.
  - Documentation for renewal of vehicle insurance /Registration in Traffic for all company vehicles
- ✓ **Office Executive, Sharekhan Ltd ,Thodupuzha, India, from 2008 April to January 2012**
- Dealing and BackOffice works ( involves the day today activities of the branch such looking after the payin-payout of the clients, setting limits for the CTCL clients according to their position, and the work of delivery and depository etc.)
  - Prepare profit and loss A/c of clients
- ✓ **Accounts Assistant, JRG Securities Ltd,Thodupuzha, India, from 2005 December to June 2006**
- Dealing and BackOffice works ( involves the day today activities of the branch such looking after the payin-payout of the clients, setting limits for the CTCL clients according to their position, and the work of delivery and depository etc.)
  - Prepare profit and loss A/c of clients
- ✓ **Office Executive, Geojit Financial Services Ltd, Thodupuzha, India, from 2001 March to October 2005**
- Dealing and BackOffice works ( involves the day today activities of the branch such looking after the payin-payout of the clients, setting limits for the CTCL clients according to their position, and the work of delivery and depository etc.)

## EDUCATIONAL QUALIFICATION

**Bachelor Degree of Arts (Economics), M.G. University, India**

## COMPUTER PROFICIENCY

- Accounting Package - Tally ERP 9, IFMS (Integrated Financial Management System) □  
Proficiency in Windows, MS Office, MS Word, MS Excel etc.
- Internet & Email

### PERSONAL DETAILS

Date of Birth	:	14.05.1979
Sex	:	Female
Marital Status	:	Married
Languages known	:	English , Malayalam
Nationality	:	Indian
Passport No.	:	M 9742081

### DECLARATION

I do here by declare that the statements made above are complete and correct to the best of my knowledge and belief and that I will sincerely and faithfully look in any capacity capable for me compensate with my qualification and experience.

Place: West Riffa

Date:

Selby Eljo