

SOWMYA

MANIKRISHNAN



Contact

Address:

Umm Al Hassam,
Kingdom of Bahrain

Phone:

+973 3988 0713
+973 3318 6386

Email:

Sowmya.swty@gmail.com

Languages

- English
- Kannada
- Telugu
- Tamil

Personal Data

Date of Birth: 20th April 1991

Gender: Female

Nationality: Indian

Marital Status: Married

Summary

I am a Commerce graduate with potential accounting and finance skills. I've always Be open to change and have accepted challenges, and I'd always thrive to deliver my best have strong interpersonal skills which help me to maintain healthy rapport with clients

Skill Highlights

- Hands on experience with MS office word, excel, presentation and outlook Strong decision maker
- Hands on experience with accounting software – Dynamics 365, Diamond, Fame, Tally ERP 9
- Always achieved my goals and objectives to meet company expectations

Experience

Financial Reporting Executive - 04/2017 to Till Date
Future Communications Company (FCC) W.L.L, Bahrain
(Been promoted to this position in March 2022)

- Prepare P&L monthly, quarterly, and yearly for FCC and group of companies.
- Managing Petty cash
- Finalization of accounts
- MIS reports on accounts receivables
- Providing management with reports upon request, including brand-by-brand sales profitability, salary, administrative, promotion selling expenses, etc., and assisting with future expense projections
- Quarterly reconciliation of brand-specific sales and other expenses incurred while marketing the product.
- Managing credit notes/ debit notes/ tax invoices transactions
- Overseeing HR work

HR & Accounts Executive - 04/2017 to 02/2022

Future Communications Company (FCC) W.L.L, Bahrain

- Handling the full payroll cycle, uploading to B2B file transfer, and passing on the necessary salary-related entries.
- Daily check of staff attendance.
- Handling other HR tasks – Leave settlement, EOS settlement and maintaining employee leave ledger as per Bahrain Labor Law.
- For Audit - Preparation of provision of Indemnity/ Leave Salary/ Passage – monthly/yearly basis.

- Preparing all kinds of official letters (employment agreement, purchase agreement, salary certificate, warning letters, experience letter, email writing, memos and etc.) and documenting properly.
- Checking and handling all monthly related tasks like LMRA, SIO, Sadeem, Batelco and passing necessary entries in system
- Managing complete company Fixed Assets - Filing document, creating acquisition of Asset, depreciation of assets, and passing all necessary entries related to fixed assets and providing complete document to accounts head during Company Audit.
- Credit card statement transactions entry and reconciling.
- Bank reconciliation statement
- Passing Intercompany entries & reconciling
- Managing all company expense ledgers – rent payment, PDC cheques, repair & maintenance, and other day to day office expenses.
- Managing credit notes/ debit notes/ tax invoices transactions.
- Quarterly reconciliation of brand-specific sales and other expenses incurred while marketing the product
- Managing suppliers accounts.
- Handling admin related tasks - maintenance of full office and sister companies, stationery purchase, travel ticket booking.
- Assisting for tax filing.

Accountant and Administration Assistant - 04/2016 to 11/2016
Gulf House Markets, Bahrain

- Accounting day to day income & expenses in Tally ERP 9.
- Preparing local purchase order
- Preparing salary for the employees.
- Preparing Schedules for employees (Shift wise duty).
- Filing documents and other paper works.
- Receiving & making calls for clients, customers & suppliers.
- Writing E-mails & letters for management level, ASRY department heads, Bank related work.
- Preparing and arranging documents for gate pass to ASRY

Financial Analyst after being promoted from Associate Financial Analyst - 06/2012 to 11/2014
Wells Fargo India Solutions Pvt Ltd, Bengaluru, India
 (Been promoted to this position from Associate Financial Analyst)

- Conducting detailed personnel analyses and projections, estimating current and future year costs under various scenarios through Financial Reporting, Budgeting and revenue estimates.
- Planning, management, and timely delivery of all client requests.
- Streamlining work procedures and updating of standard operating procedures.
- Contributed towards the reduction of errors with operations excellence tools such as the Root Cause Analysis
- Took part in various committees within the team for smooth operations
- Been part of MIS team which includes reports of quality percentage, RPH (Rate per Hour), AHT (Average Handling Time) of each team member and also the overall teams progress. Submitting the reports on daily basis to the Manager.
- Assisted to achieve higher quality percentage by providing appropriate support to the new hires.

Education

Qualification	Institution / University	Year	Percentage
B. Com	Jain University	2012	79.84% -First Class with distinction
Diploma in General Management	Jain University	2012	70%
Pre-University	Sri Bhagwan Mahaveer Jain College	2009	84.66%
SSLC	PTA School Bangalore	2007	85.92%

Achievements

- Achieved Best Employee award in Finance Department – Future Communications Company
- Achieved Shared Success Award for active participation in Fund Raising for few schools from Wells Fargo.
- Won Shared Success awards for maintaining highest error free quality under the stipulated RPH within the team members.
- Won a certificate for active participation in the Campaign on Waste Management & Segregation at HSR Layout, Bangalore.
- Secured first place in Chinthana examination at school level.
- Completed junior level of All India General Knowledge Examination at School level.
- Won certificates in athletics, skipping, throw ball at school level.

Computer Proficiency

- Packages
 - MS-OFFICE (Word, Excel and PowerPoint)
 - Tally ERP 9 from BIIT Bangalore- Grade A
- Typing Skill : English – 40 wpm

Strengths

- Excellent grasping power and technology absorption capability.
- Willing to learn.
- Capability of learning from failure and taking it as opportunity for self-improvement.
- Good skills, communication and interpersonal.
- Comprehensive problem-solving abilities, strong inter-personal skills,
- Good learner and Team facilitator

Extra-Curricular Activities

- Stamp Collection
- Throw ball, Athletics, Badminton.