



JEMIMAH THANGARAJ

Accountant

WORK EXPERIENCE

Shamsaha Women Center, Bahrain as Accountant and Administrative Manager

10.04.2023 to Present

1. Budgeting and Forecasting
2. Bank Reconciliation and maintenance of Accounts
3. Creating MIS reports
4. Researching and finalizing better policies and procedures
5. Payroll Processing
6. Scheduling Meetings / Minutes Taking

Noof Trading, Bahrain as Accountant

01.10.2019 - 15.06.2020

1. Delivery Notes & Invoicing
2. Prepare Financial Statements
3. Costing and Pricing
4. Cash Collection and Deposit
5. Perform process analysis, and communicated recommendations
6. Analyze, examine, and interpret records, compile financial inform financial data

Ameeri Group, Bahrain as Accountant / Secretary

2011- 20.04.2019

1. Prepare MIS Reports
2. Process journal entries and perform corrections to ensure accuracy
3. Prepare Budgets and Forecasts
4. Prepare Delivery Note and Invoices & Quotations
5. Prepare Payroll Reports
6. Bank Reconciliation and maintenance of Accounts
7. Prepare Financial Statements

EDUCATION

Mahatma Gandhi University

Bachelor of Commerce in 2011

Global Institute, Bahrain

Certified Accounting Technician (CAT)

The Indian School Bahrain

Higher Secondary School, Grade 12 in 2008

DECLARATION

I hereby declare that, all the details furnished above are true to the best of my knowledge and understanding.

Jemimah Thangaraj

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 16.11.1989
Sex : Female
Marital Status : Married

Passport Number : U0439589
Date of Expiry : 15.10.2029

CONTACT

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+973 33494021
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elzajemi@gmail.com

LANGUAGES KNOWN

English
Malayalam
Hindi
Tamil

SKILLS

- o Managing vendor accounts
- o Accounts payable and Receivable
- o Preparing financial statements
- o Invoicing and VAT Submission
- o Tally ERP
- o Quickbooks Online
- o Excel
- o Time management

