

Parameshwer Kasa

Accountant

Detail-oriented Accountant with 2 and half years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.



Contact

Address

Umm Al Hassam, Bahrain
0337

Phone

+97336372928

E-mail

pr897858@gmail.com



Skills

Financial data analysis ●●●●●

Financial statements expertise ●●●●●

MS Office Suite ●●●●●

Book keeping and ledger maintenance ●●●●○

Accounts payable and receivable management ●●●●●



Work History

2021-11 -
2022-12

Accountant and Administration

North West Trading Co WLL, Juffair, Bahrain

- Gathered financial information, prepared documents, and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Handled day-to-day accounting processes to drive financial accuracy.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Prepared working papers, reports and supporting documentation for audit findings.
- Provided journal entries and performed accounting on accrual basis.
- Executed record filing system to improve document organization and management.
- Updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Prepared weekly employee work schedules to meet operational needs.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Scheduled office meetings and client appointments for staff teams.
- Negotiated contracts with vendors and suppliers for office supplies, equipment and services.

Bank reconciliation ●●●●○

Excellent attention to detail and accuracy ●●●●○

Effective time management and organizational skills ●●●●○



Languages

English ●●●●○○
Full Professional

Telugu ●●●●●○
Native or Bilingual

Hindi ●●●●●○
Native or Bilingual

2018-02 -
2019-12

Assistant Accountant

Salam Enterprises Co WLL, Manama, Bahrain

- Assisted in maintaining accurate and up-to-date financial records and general ledger entries.
- Processed accounts payable and accounts receivable transactions, ensuring accurate coding and timely payments.
- Conducted bank reconciliations to identify discrepancies and resolve issues.
- Assisted in the preparation of financial statements including income statements and balance sheets.
- Prepared and filed tax returns.
- Assisted in coordinating with auditors during external audits, providing necessary documentation and support.
- Assisted in bank reconciliations and account analysis.
- Participated in the month-end closing process, ensuring accurate and timely financial reporting.
- Contributed to the development and implementation of improved accounting processes and procedures.



Education

2012-06 -
2015-08

Bachelor Of Commerce

Vijetha Degree & PG College - Armoor
Telangana University with 72.3%

2009-06 -
2012-03

Intermediate

Narendra Co-operative Junior College - Armoor
Board of Intermediate Education, Andhra Pradesh with 71.4%

2008-06 -
2009-03

High School

Zilla Parishad High School - Padagal
Board of Secondary Education, Andhra Pradesh with 76.8%