

Date:

From,

Santhosh Paul  
House 1327  
Flat M-1, Road 1232  
Alguful 0312, Kingdom of Bahrain  
Contact Tel. : 39130286, 39203574



Santhosh Paul

To,

The Personal Manager

Sub: -Application for the post of **Accountant/Senior Accountant**.

Dear Sir/Madam,

Kindly consider my application for employment in your esteemed organization. I am a Master Graduate (M. Com.) and have a good knowledge in computer Accounting packages. And I am Working in Bahrain since 2004.

Details of my experience, qualifications etc. are briefed in the enclosed resume for your kind perusal. Hope they are up to your satisfaction and I shall be glad to furnish any further details that you may require in this regard.

Awaiting your favourable reply.

Thanking you

Sincerely yours,

Santhosh Paul

## **CURRICULAM VITAE**

### **Personal Details**

Name : **SANTHOSH PAUL**

Permanent Address : Pynadath House,  
Paduvpuram P.O.  
Marangadam - 683582,  
EKM Dist., Kerala, India  
Tel: 0091 484 2451946

Present Address : House 1327, Flat M 1  
Road 1232, Alguful 0312  
Kingdom of Bahrain

Contact Tel. No. : + 973 39130286, 39203574

E-mail ID : santhosh\_paul2001@yahoo.com

Nationality : Indian

Sex : Male

Date of Birth : 06-12-1970

Marital Status : Married

Religion : Christian, R.C.S.C

Language known : English, Hindi & Malayalam

### **Post Graduation**

- **Master of Commerce** from Kerala University, Kerala, India.  
Optional Subject - Finance
- **Bachelor of Commerce** from Mahatma Gandhi University, India  
Elective Subject - Cost Accounting

### **Computer Skills**

- Computerised Accounting Packages - Tally 5.4 & 6.3
- Diploma in Financial Accounting
- Diploma in Computer Application
- Proficiency in Ms Word, Excel, Ms Power Point, Ms Office etc.
- Internet & Email

## **Work Experience - A Profile**

- JUNE 2010 TO JAN 2020* : **Accountant**  
Haji Hassan Group B.S.C ©, Manama, Bahrain  
(Haji Hassan Property Division & Al Aali Complex Seef)
- *Day to day accounting job*
  - *Accounts payable/ receivable*
  - *Inventory control system*
  - *Preparing journal entries*
  - *Month end closing*
  - *Preparing of trail balance, P & L A/c and Balance sheet*
  - *VAT Knowledge*
  - *Receivable follow up*
  - *Supplier reconciliation*
  - *Preparing of financial statements*
- JAN 2007 TO May 2010* : **Accountant**  
Oriental Press W.L.L, Manama, Bahrain  
(In their Real Estate & 3 Star Hotel Division)
- OCT 2004 TO Dec 2006* : **Accountant**  
Ahmed Moh'd Jassim Furniture factory  
Salmabad, Bahrain
- Aug.1998 to Sept.2004* : **Accountant**  
Urumbath Marketing Services  
Aluva, Kerala, India
- Bank Reconciliation
  - Invoicing & Ledger Posting
  - Preparing of Financial Statements
- Jun.1996 to July 1998* : **Accountant**  
Surabhi Supreme Marbles and Grantie Pvt. Ltd., Angamaly, Kerala, India.
- Day to day accounting job
  - Inventory Control System
  - Preparing of Trail Balance, P/L A/c, Balance Sheet
  - Data Entry

Oct.1994 to May 1996 : ***Accounts Assistant***  
Sebastian Jockey and Co.  
Chartered Accountant, Aluva, kerala, India

- Filing & Fax Operating
- Office Correspondence
- Maintaining all books of accounts
- Auditing

***Personal Qualities***

- Self-Motivated, ability to work independently
- Professional approach to assigned works
- Verbal communication skills
- Ability to work under pressure

***Passport Details***

Passport Number : L 3420370  
Place of Issue : Bahrain  
Date of Issue : 20/03/2014  
Date of Expiry : 19/03/2024

***Santhosh Paul***