

ARSHAD NAZAR

Accountant & Admin

+973 33479146 arshad15.nazar@gmail.com Block 327, Adliyah Bahrain Driving License



EXPERIENCE

Accountant & Admin

Bahrain

12/2022 - Present Manama, Bahrain

- Maintaining Accounts of all companies under the group
- VAT returns Filing in compliance with regulations
- Customs Duty Payments
- Internal Audit Assistance
- Zoho books, MS Office
- Website & E-mails Configuration
- Familiar with LMRA, SIO & Sijilat

Developer and Digital Marketing Head

Goodies Card App

04/2019 India

- Developer and Digital Marketing Head - Goodies Card App
- Taking managerial decisions
- Developing Business Plans
- Designing UI for App

EDUCATION

Bachelor of Commerce

M.G University

03/2018 India

Cbse

Cbse

03/2014 India

AISSE from CBSE Board

CBSE Board

03/2012 India

SUMMARY

Accounts & Administration | Website Designer
Dedicated and Dynamic personnel worked in various departments of established organizations with a track record of handling traditional and modern platforms for Accounting, Sales, Marketing and IT based projects. Highly motivated and determined team player, looking to contribute my talents and skills to a dynamic team.

KEY ACHIEVEMENTS



Optimized Accounting Processes

Reduced invoice processing time by 30% through automated systems implementation.



Improved Financial Reporting

Produced monthly financial reports improving decision-making accuracy by 15%.

LANGUAGES

English

Proficient



Hindi

Advanced



Malayalam

Native



Tamil

Advanced

