

Muneeswaran Balakrishnan

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PROFESSIONAL SUMMARY

Highly skilled Senior Accountant with 13 years of experience in managing financial statements, reporting, budgeting, and compliance in both private and public sectors. Proven ability to drive financial efficiency, improve accounting processes, and provide accurate financial insights to senior management. Expertise in International accounting standards GAAP and taxation regulations, with a strong background in financial analysis, cost control, and auditing. Known for exceptional attention to detail, organizational skills, and a strong understanding of financial software including Xero, MYOB.

Skills

- Financial Reporting & Analysis
- Budgeting & Forecasting
- Cash Flow Management
- Variance Analysis
- Tax preparation & Compliance VAT, GST
- Financial statement preparation
- Internal Controls & Auditing
- Variance Analysis

Experience

04/2020 – Current

Senior Accountant

Modern Company, Manama, Kingdom of Bahrain

- Lead the preparation of monthly, quarterly, and annual financial statements in compliance with GAAP and IFRS.
- Oversee accounts payable and receivable processes, ensuring timely payment processing and collections.
- Prepare GST returns and assist in the preparation of VAT, PAYE, and income tax returns.
- Provide variance analysis and detailed financial reports to senior management, highlighting key trends and performance indicators.
- Collaborate with auditors during the annual audit process, ensuring compliance and accuracy.
- Develop and maintain robust internal controls to mitigate risks and improve financial accuracy.
- Manage payroll processing and ensure adherence to Bahrain tax laws and labor regulations.

Key Achievements:

- Improved financial reporting accuracy, reducing errors by 99% through better reconciliation and review processes.
- Played a key role in streamlining the budgeting process, leading to a 98% improvement in cost management.

07/2013 – 10/2019

Accountant

Happy2Buy – Mumbai, India

- Assisted in the preparation of financial statements and monthly management reports for the leadership team.
- Managed day-to-day accounting operations, including reconciliations, general ledger entries, and tax filings.
- Processed payroll and assisted with payroll tax compliance.
- Contributed to the budget and forecasting process, ensuring alignment with business objectives.
- Supported year-end audit and worked closely with external auditors to ensure compliance with regulatory requirements.
- Provided financial analysis and recommendations to department heads to improve operational efficiency.

01/2011 – 03/2013 Assistant Accountant

Otto Solutions Pte Ltd - Singapore

- Monitored accounts payable and receivable statuses and delegated related tasks.
- Reconciled expenses and financial records.
- Supported efficient accounting operations with high-quality administrative support.
- Minimized internal accounting department backlogs by updating accounts and generating reports.

Education

05/2006 **Master of Arts: - Financial Accounting and Business**
Management Madurai Kamaraj University – Madurai,
Tamilnadu, India

05/2004 **Bachelor of Arts: - Financial Accounting**
Madurai Kamaraj University – Madurai, Tamilnadu, India

TECHNICAL SKILLS

- **Accounting Software:** Xero, MYOB, QuickBooks etc.
- **Advanced Excel:** Pivot Tables, Macros, VLOOKUP, Financial Modelling
- **Taxation Compliance:** VAT, GST, FBT, PAYE, Income Tax Returns (IRD)
- **ERP Systems:** SAP, Oracle, etc.

Languages

- English, C1
- Tamil, C2