

ASHNA AZAD (Accounting and Finance)



About Me



BAHRAIN



ashnaachu17@gmail.com



AUGUST 13,2001



+97335121784



www.linkedin.com/in/ashna-azad-99620225a



Career Objective

To establish myself as a result oriented, continuously improving professional by taking up creative and challenging position in a reputed organization in lively environment where my skills contribute to overall growth of the company's objectives



Experience

PAN GULF TRADING CO WLL(FMCG), BAHRAIN (Accountant from August 2024 to present)

- Efficiently managed Accounts Receivable and Payable, ensuring timely collections and disbursements.
- Maintained accurate daily data entry for purchase and sales transactions across main and branch outlets.
- Handled official correspondence through emails and phone calls, maintaining smooth communication with internal teams and external partners.
- Built and maintained strong relationships with foreign suppliers, managed procurement processes including price comparison, negotiation, and final approval.
- Finalized import/export documentation and supported shipment clearance by monitoring free days and ensuring all regulatory paperwork was in order.
- Generated and submitted daily, weekly, and monthly financial and operational reports across all branches.
- Ensured timely preparation and deposit of cheques for payables and receivables.
- Managed local and international purchases, coordinating with vendors and ensuring timely deliveries.
- Proficient in Tally ERP 9 for comprehensive accounting functions including ledgers, vouchers, and reports.
- Oversaw and ensured on-time deliveries, coordinating with logistics for optimal scheduling.
- Performed full accounting duties including credit notes, debit notes, sales and purchase entries.
- Conducted and reported monthly inventory audits for all branches, ensuring stock accuracy.
- Handled payroll processing monthly for employees across multiple locations.
- Collected and reconciled cash from sales teams, ensuring secure deposits and accurate tracking.
- Prepared essential HR and admin documents such as offer letters, termination notices, holiday memos, and quotations.
- Maintained up-to-date records for staff and company vehicles, including documents, renewals, and compliance tracking.
- Oversaw handover and takeover processes, ensuring smooth transitions of duties and responsibilities between staff.
- Handled and tracked petty cash expenses, maintaining proper logs and supporting documents.
- Monitored traffic violations and GPS tracking of company vehicles to ensure compliance and cost control.
- Maintained organized and complete documentation for logistics, purchases, sales, receipts, and vouchers for audit and operational purposes.

UNIQUE RESTAURANT & MANAGEMENT WLL, BAHRAIN (Accountant from September 2023 to August 2024)

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data
- Preparing DSR of all regions, Bills receivable/Payable, Invoices Bank deposits & Bank Reconciliation
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly
- reports detailing accounts receivable status & Verify discrepancies by and resolve clients billing issues
- Performing Customers account reconciliation, Generating invoices and account statements.
- Credit sales collection Management, Follow up on Outstanding Payment over phone or Mail
- Vendors Master management Vendor reconciliation(monthly),
- Monthly Sales and Purchase reporting (monthly): Involves verification of invoices.
- Handling Vendor queries and ensuring vendor disputes are resolved within a short turnaround time.
- DSR reconciliation (daily), Bank Reconciliation, Cash reconciliation(daily), VAT filing

NIGHT BIRD RESTAURANT WLL, Kingdom of Bahrain, 6 months training as accountant from January to June 2023

- Passing general expenses and other journal entries
- Petty cash handling, Invoicing and issuing receipts, Bank reconciliation, Recording sales and purchases

Education

| DEGREE | NAME OF INSTITUTION | UNIVERSITY/BOARD | YEAR | PERCENTAGE |
|--------|---|------------------|-----------|------------|
| MBA | MG UNIVERSITY COLLEGE (Finance and Human resource) | MG UNIVERSITY | 2024-2026 | Pursuing |
| B.COM | MG UNIVERSITY COLLEGE (Finance and Taxation) | MG UNIVERSITY | 2020-2023 | 80% |
| HSS | NATIONAL INSTITUTE OF OPEN SCHOOLING BAHRAIN | BAHRAIN | 2018-2020 | 66% |
| HS | IBN AL HYTHAM ISLAMIC SCHOOL BAHRAIN | CBSE | 2018 | 83% |

Skills and Strengths

- Negotiation skills, Interpersonal skills, Presentation skills
- Conflict resolution
- Punctual & Hardworking
- Confident and energetic
- Team player

Computer Proficiency

- Tally 9 (accounting ERP)
- Zoho Books (accounting ERP)
- Outlook.
- MS word, Power point, Excel

Languages (proficient)

- English
- Hindi
- Malayalam
- Tamil

Personal Details

Nationality : Indian
Passport no : R8313539
CPR no : 010816720
Gender : Female
Civil status : Married
Religion : Islam
Current address : Bahrain, Gudaibiya

Reference: upon request +

Declaration

I, Ashna, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

ASHNA AZAD
