



# AKHILRAJ RAJU

## ACCOUNTANT

### PROFILE SUMMARY

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills, GAAP expertise and IFRS knowledge. Experienced Accountant skilled in reporting, forecasting and reconciliation. Highly organised with excellent time management abilities to meet month-end deadlines. Communicates and collaborates well to support wider finance teams. Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

### WORK EXPERIENCE

Bro Media and Publicity Co WLL & Golden Sun Adv Promotion WLL 2020 - PRESENT  
Bahrain

#### Accountant

- General Accounts
- VAT Filling & Returns as per Bahrain Law
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Generated quarterly financial reports to detail company revenues and expenses.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Used Tally ERP9 accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Identified and implemented process changes to improve reporting time and quality.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Supported reconciliations between local and regulatory reporting and resolved discrepancies within established timeframes.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Calculated, prepared and filed payroll taxes for clients.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Recommended strategies for optimising taxation and minimising liabilities in future tax periods.
- Modified comprehensive financial reporting package to reflect organisational growth and expansion.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Established procedures and controls to keep staff in compliance with accounting standards, regulatory requirements and budget targets.
- Reported on operating income, expenses against budgets and forecasted trends.
- Maintained updated chart of accounts following correct procedures and including current, accurate details.
- Maintained robust financial records for business for regulatory reporting and taxation.
- Prepared reports and financial statements to assist management in strategic planning and decision making.
- Reviewed completed work to verify accuracy and address discrepancies.
- Implemented employee incentive strategies to improve retention and productivity.
- Performed general ledger account reconciliations, generated financial statements and created consolidations.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Reviewed and approved tax returns and departmental expense reports.
- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.
- Worked with financial team to convert financial department to Xero accounting package.
- Completed updates to general ledger by adding latest entries, submitting them accurately and within timeframes.

### CONTACT

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akhilrajaju802@gmail.com
- 📍 kingdom of Bahrain

### EDUCATION

#### MSM COLLEGE, KAYAMKULAM

- Co-Operation B Com  
Kerala University  
2012-2015
- Tally Software  
2015-2016

#### BOYS HIGH SCHOOL, MAVELIKARA

- PLUE TWO SCIENCE  
2010-2012

#### VSSHS KOIPPALLIKARANMA

- SSLC  
2010 PASS OUT

### SKILLS

- BUDGET FORECASTING EXPERTISE
- FULL-CYCLE ACCOUNTING
- BANK RECONCILIATIONS AND BALANCING
- FINANCIAL ACCOUNT MANAGEMENT
- HYPERION FINANCIAL MANAGEMENT SPECIALIST
- ADMINISTRATIVE SUPPORT
- ERP SOFTWARE
- ACCOUNT RECONCILIATION
- BOOKKEEPING
- REPORT GENERATION AND STATISTICS
- ACCOUNT RECONCILIATION SPECIALIST
- ACCOUNTING AND BOOKKEEPING
- ANALYTICAL RESEARCHING
- MS OFFICE SUITE
- VAT RETURNS
- GENERAL LEDGER ACCOUNTING
- PAYMENT PROCESSING
- TAX MANAGEMENT
- FINANCE MANAGEMENT
- SELF-MOTIVATED PROFESSIONAL
- ANALYTICAL REASONING
- INVOICE PREPARATION
- ADVANCED COMPUTER PROFICIENCY (PC AND MAC)
- REGULATORY COMPLIANCE
- DATA TRENDING KNOWLEDGE
- FINANCIAL REPORTING
- ACCOUNT RECONCILIATION PROCESSES
- FINANCIAL STATEMENT ANALYSIS
- DATA ENTRY
- ACCOUNTS PAYABLE
- FINANCIAL AUDITING
- BUDGET ANALYSIS
- MONTH-END PROCESSES
- ADVANCED BOOKKEEPING SKILLS
- TAX RETURN FILING
- PROCESS OPTIMISATION
- SUPERIOR ATTENTION TO DETAIL
- TAX ACCOUNTING SPECIALISATION
- CASH FLOW ANALYSIS



# PERSONAL INFORMATION

- DATE OF BIRTH : 10TH APR 1994
- GENDER : MALE
- MARITAL STATUS : MARRIED
- PASSPORT NUMBER : N 5168779
- VALID TO : 09/12/2025
- NATIONAL ID(CPR) : 940441527
- BAHRAIN DRIVING LICENCE NO : 940441527
- HOBBIES : PHOTOGRAPHY, TRAVELLING, LISTENING MUSIC, WATCHING MOVIES.
- INDIAN HOME ADDRESS : ARUNNIVAS, EREZHA SOUTH .P.O, CHETTIKULANGARA, MAVELIKKARA, ALAPPUZHA, KERALA, INDIA, PIN CODE : 690106.
- PERMANENT ADDRESS : FLAT: 0011, BUILDING: 254, TARIQ BIN ZIYAD AVENUE, AL QUDAYBIYAH 0321 MANAMA , KINGDOM OF BAHRAIN

# OPERATING SYSTEM WINDOWS & MAC SOFTWARE

TALLY ERP9, WIN HMS,BUSY,  
TUNGSTEN,EXCEL & WORD

# CAREER OBJECTIVE

IN QUEST OF CHALLENGING ASSIGNMENTS  
IN ACCOUNTING WITH A LEADING  
ORGANIZATION

# LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basics)

Santhi Giri Ayyoorvedha Hospital

2018 - 2020

Trivandrum  
Accountant

- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Identified and implemented process changes to improve reporting time and quality.
- Used Tally ERP9 accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Completed scheduled audits to uncover and resolve financial discrepancies or budget overages.
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Produced regular reports, regulatory returns and reconciliations, informing stakeholders of critical financial data.

Pavan Gypsum & Interrails  
Mavelikara

2016 - 2018

Accountant

- Maintained robust financial records for business for regulatory reporting and taxation.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Generated quarterly financial reports to detail company revenues and expenses.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Used Tally ERP9 accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Identified and implemented process changes to improve reporting time and quality.

Tax Solutions

2015-2016

Mavelikara

Accounts Training

- Managed all payment processing, invoicing and collections tasks.
- Compiled financial data and drafted billing reports to identify past-due accounts and reconcile balances.
- Attended team meetings to discuss issues, priorities and outstanding accounts, improving department operations.
- Communicated with clients, partners and internal departments to resolve issues and provide clarification on financial matters.
- Carefully reviewed each invoice and requisition for payment, resolving errors prior to processing.
- Processed invoice payments and recorded information in account database.
- Verified proper setup and tracking of billing accounts according to client requirements.
- Balanced reports and batch summaries to submit for approval.

I do hereby declare that the above information furnished by me is correct to the best of my knowledge and belief.

Place: - Kingdom of Bahrain

AKHILRAJ RAJU

Date:-