

RESUME

ANOOP SURESH KUMAR PUSHPA BHAI

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OBJECTIVE

To be creative, innovative and to take up challenging assignments in a healthy and stimulating environment, where I could nurture into a high caliber professional which would enable me to contribute my skills and creativity towards the success of the company.

PERSONAL SKILLS

Comprehensive problem solving abilities, excellent communication skills, Willingness to learn, Team facilitator and motivator.

TECHNICAL SKILL

Operating System : Unix, Windows 98/2000

Programming Language : C, C++, Data structure, Java, Php, Asp.net

Computer Skills : Macromedia Flash, Adobe photoshop , Spreadsheet, Tally

EXPERIENCE

- One Year Experience In Assistant Accountant at **Scanwell Logistics India(pvt)Ltd-Banglore (**
- 6 Month Experience in Office Assistant at **Shawakh Contracting CO.W.L.L, West riffa,Kingdom Of Bahrain (20th April 2013 to 31st October 2013)**
- **6 Year Experience in Accountant and Data Lead at BRITISH LANGUAGE CENTRE CO.W.L.L (1st November 2013 to present)**

Job Responsibilities

1. Update the payment sheets with all pink receipts. Track the payment for each student and manage refunds.
2. Produce monthly breakdowns of income and expenditure.
3. Keep an inventory of all assets for the centre.
4. Manage the petty cash system.
5. Ensure all financial information and cash is stored securely.
6. To take payments and complete all necessary documentation related to finance. To accurately check income, change and receipts.
7. Update all tasks and new information onto the Tally system so that other staff members are aware and updated.
8. To provide yearly accounting management and update the CEO of BLC
9. Make sure the auditing team receive all the necessary information and been following the instruction of the auditing.
10. To assist with administrative tasks.
11. To be sensitive to the children, young people and parents contacting the service.
12. To provide a reception service for the centre (telephone, face to face, written) and monitor access to the building.
13. To provide customers, students, parents and organisations with clear, professional and accurate information about the BLC and the courses offered.
14. To communicate clearly in English with students, Parents and organisations.
15. To register new students at the centre, provide information about the centre, courses, the placement test and the process.
16. Keep an Inventory of all IT equipment.
17. Offer IT support and assistance with technical issues. Ensure all information is secure and safe.
18. Manage and develop the database and other key IT systems (CD's/QA/placement test registers etc.).
19. Develop and maintain the centre website.
20. To work constructively as part of the team.

PROFESSIONAL PROFILE

- Manage the day to day activities of the account department.
- Prepare and review Quotation, LPO, Payment, Deposits, Petty cash, journal vouchers, purchase invoices, sales invoices, Debit notes and Credit notes.
- Reconciliation of bank accounts ,PDC cheques, Accounts receivable, Account payable & petty cash payments.
- Aging analysis of account receivables & payables and follow up with the customers.

- ## CERTIFICATIONS

- ## ACADEMIC PROFILE

PERSONAL DETAILS

DECLARATION

ANOOP SURESH

