



**JITHU JOY**

**Email**

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**Address for communication**

Po Box NO:65470  
Manama  
Kingdom of Bahrain

**Personal Data**

Date of Birth: 24 Apr 1992  
Sex: Male  
Marital status: Married  
Nationality: Indian

**Passport & CPR Details**

Passport Number :T4991883  
C.P.R Number : 920425682

**RESUME**

**Accounting Professional with more than 6 years of experience.**

➤ **OBJECTIVE**

- Be a creative and competitive management professional
- To pursue a dynamic and challenging career with an organization
- To rise to a fairly high level of responsibility in an organization that encourages talent and rewards, performance with timely consideration

➤ **INDUSTRIAL PROFILE**

- July 2014 - Present as an Accountant in Aldaleem Travel and Tours

➤ **IT CREDENTIALS:**

- E-task
- Microsoft Word, Microsoft Excel, Microsoft Power Point
- Expert Knowledge of Advanced MS Excel

➤ **SCHOLASTICS**

- Post-Graduation Diploma in Logistics and Supply chain Management
- Bachelor of Commerce
- Higher secondary school (Commerce), Kerala Board, India
- SSLC- Higher secondary school, Kerala

➤ **LANGUAGES KNOWN**

- English (Speak, Read & Write)
- Hindi (Speak, Read & Write)
- Malayalam (Speak, Read & Write)
- Tamil (Speak)

## **Company Profile:**

### Al Daleem Travel and Tours

Al Daleem Travel and Tours established in 2009 is one of the Bahrain's premier Business Group active in Travel and Tourism. Currently our operations include two outlets in the Kingdom of Bahrain

## **Job Profile:**

- Handling full sets of accounts up to finalization
- Prepare monthly management reports
- Prepare monthly Treasury report
- Prepare monthly analysis report
- Preparing prepaid /accrual schedule & bank reconciliation
- Prepares & maintain fixed assets register
- Financial support for all functional areas including operations, sales and marketing, and administration
- Coordinating with the Operation & Sales Manager for the update of sales strategies, projections & collection.
- Processing an average of 500 invoices per month for a large-scale organization
- Monitoring timely process of payments and receivables collections
- Payroll processing.
- Finalization of books of accounts at the time of Auditing
- Preparation of monthly Cash flow & Fund flow statements

## **Special Task & Achievements:**

- Reporting to the Divisional Controller
- Preparing Financial Reports like MIS Reports and TR on monthly basis.
- Coordinating with the Auditors.
- Presentations prepared and presented during meetings held weekly, monthly and annually.

## **KEY SKILLS AND EXPERIENCE I BRING TO YOUR COMPANY:**

- Six year's knowledge and experience in Accounting.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Resourceful in the completion of projects, effective at multi-tasking.

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**Declaration:**

I here by declare that the above mentioned details are true to the best of my knowledge and belief.

Place:  
Date:

JITHU JOY