



Henry Vijay Fernandez. Bcom, MBA

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CURRENTLY IN BAHRAIN

Career Summary

Total Experience : 14 years approx.,

Gulf Experience : 8 years approx.,

Objective

To join a progressive organization and willing to work with a professional team, where, I can learn and prove my professional skills.

Experience

***Senior Accountant cum Admin
Sphinx Services & Real Estate., Bahrain.
From April 2019 to till date***

Duties:

- GL Reconciliation (Employee's Salary + Settlement + Prepaid Insurance+ VISA Fee) .
- Payroll Mangement
- Maintain Fixed Asset/Bank Loan/Property Management.
- Prepare Monthly Bank Reconciliations Report.
- Prepare Monthly Sales Report.
- Prepare Monthly Cost Report.
- Prepare Monthly Income Statement. (Month End Closing Cum Audit)

ACCOUNTANT (Finance Analyst)
Saudi Marketing Co (Farm Stores) Dammam, Saudi Arabia.
From January 2016 to March 2017

Duties:

- Prepare (Daily/Weekly/Monthly) Comparative Sales/Revenue Report From Weekly Total Sales Report For Current Year & Last Year.
- Prepare Monthly Income Statement Consolidated Comparative Report Current & Last Year From Statement of Income
- Quarterly Average Sales Comparative Report Current Year & Last Year
- Daily Sales Report analyses Comparative Report Current & Last Year.
- Prepare Monthly Loan Schedule Both Medium Term Loan and Long Term Loan From TB & Bank Document
- Monthly Profit Center / Cost Center Report From Both TB & SOI
- Analysts of Sales with Sales Target/Sales Achieved compare to Last Year & Average sales Estimated
- Prepare Power point Presentation for Branch Sales Performance Trending. Monthly/Quarterly

Sr. ACCOUNTANT (Finance and Admin)
JA Sea Food Pvt Lt, Tamilnadu, India.
From September 2014 to January 2016

Duties:

- Prepare Daily Sales/Revenue Comparative Report.
- Prepare Weekly Sales/Revenue Report
- Prepare Monthly Sales/Revenue Report.
- Prepare Monthly Income Expense Report in Excel Sheet From System Extracted Report.
- Stock In-Out Management
- Payroll Management

ACCOUNTANT cum ADMINISTRATOR
TANZIFCO, Doha Qatar
From September 2012 to August 2014

Duties:

- Direct the financial activities of the division and responsible for the administration and management of the Financial Controls, including Accounts Receivable, Payroll, Credit, and Internal Controls.
- Implement goals, policies, priorities and procedures relating to financial management, forecast, budget, and accounting.
- Direct the maintenance of general and subsidiary ledgers, accounts receivable.
- Issuing Cash Receipt to Customers.
- Entering the receipts and payments.
- Daily, weekly planning of banking functions.
- Accounts Payable and Receivable.
- Assist to Prepare Income/Expense Statement, AP/AR -Balance sheet.
- Prepare and transfer monthly payroll for staff to bank.
- Make purchase entry / Cheque payment entry
- Prepare Expense Report & Sales/Revenue Report From Oracle System Report.

COMMERCIAL & ADMIN EXECUTIVE.(Finance)
Reliance Trends, Ernakulum.
From April 2011 to August 2012

Duties:

Analysis daily Cost per day Sales	Monthly MIS (SALES/COST) report to Head Office
Supervise for Petty cash expense & Review	Budget Forecast View
Managing Sales & Store Staff	Daily Store Stock In /Out Report
Ensure the payment made to Vendor	Sales Report (Weekly/Monthly/Q1/Q2/Q3/Q4)
Ensure the payment received from Customer	Checking of all expenses including with their proper authorization of documentation

ACCOUNTANT
TADMUR CONT & TRADING, Doha-Qatar
From May 2007 to April 2010

Duties:

Accounts payable	Accounts receivable
Petty cash handle	LC letter of credit
PDC check reconciliation	Gen ledger reconcile
Job cost for each site project - For Civil Construction	Sales report by outlet and brand items
Income statement Revenue/Expense Cross checking	Cash flow statement
Monthly MIS SALES Report – Revenue Report – expense Report	Sales Analyst Report – Daily/Weekly/Monthly/Quarterly Etc...

JUNIOR ACCOUNTANT
Decors India, Chennai.
From July 2004 to August 2006

Duties:

Receive Invoices and Posting	Assistant to Prepare monthly Income & Expense Report
Assistant to Cheque Payment to Supplier's	Assistant to Analyze of Balance Sheet
Assistant to Prepare Bank SOA vs GL SOA Reconciliation	Invoice Valuation and Adjustment (Set off Method)
Petty cash Voucher & Bills Posting	Make Invoice Against Customer 's LPO (Service Done)

Academics:

MBA (Major in Finance & Admin) at Mononmaniam Sundaranar University	June 2011
B.com (Bachelor of commerce) at Chennai university (Attested By INDIA & SAUDI ARABIA)	July 2005
Advance diploma in computers at Loyola Institute of Business Administration	April 2001
Diploma in Computer Financial at Loyola Institute of Business Administration	June 2000

Computer Skills:

- MS OFFICE (Ms Word, Excel, Access, Power Point),
- Working Knowledge Oracle Business suite (ERP)/ FAME
- Working Knowledge of Peachtree.

Personal Skills:

- Punctual, Hardworking with a professional approach and devoted to be assigned task.
- Excellent Communication Skills, Self-starter, Good learner and highly motivated.
- Can easily adjust in different working environment.

Personal Details:

Date of Birth:	15 th July 1980	Nationality	Indian
Marital Status:	Married	Gender	Male
Languages	English ,Tamil , Malayalam		

References:

Available upon request.

Declaration: I here by declare that the above information is correct and true to the best of my knowledge and belief.

Place: Nagercoil

Date : / /2018

(Henry Vijay)