



# NEETHU SUNISH

ADMIN & ACCOUNTANT

## CONTACT

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+973 35544329

**Email:**

neethurevu@gmail.com

**Address:**

Seef, Bahrain

## COVER LETTER

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**To Whom May It Concern:**

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company. In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, experience, and qualifications would make me a perfect fit for the job and would also allow me to refine my skills in a new working environment.

I look forward to hearing from you soon and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Yours Sincerely,

**Neethu Sunish.**



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## PROFILE

Highly motivated, hardworking, and ambitious individual with excellent communication skills, enabling me to effectively communicate with a wide range of people. Seeking a position to practice my knowledge and experience, to utilize my skills and potentials while being resourceful, innovative, and flexible with a dynamic organization where I can share responsibility in a competitive and challenging environment with opportunities of organizational and personal growth.

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## PRO SKILLS

Communication	<div></div>
Leadership	<div></div>
Problem Solving	<div></div>
Analytical Skills	<div></div>
Time Management	<div></div>
Self-Motivated	<div></div>
Interpersonal Skills	<div></div>

## EXPERIENCE

**Mar 2017 –  
May 2020**

### AL MAHROOS CURTAIN DESIGNING

#### Admin & Accountant

- Making accounts related reports daily weekly and monthly.
- VAT related entries.
- Vendor payment runs.
- Managing the internal and external mail functions.
- payroll making and overtime for the workers.
- Making quotations and arranging for meetings.
- Filling, Typing and word Processing.
- Planning and coordinating administrative procedures.
- Dealing and arranging with overseas cargo facilities.

**Aug 2015 –  
Sept 2016**

### HAJI HASSAN GROUP INC

#### Office Secretary & Accounts Assistant

- Performed general office duties and administrative tasks.
- prepared weekly confidential sales reports for presentation to management.
- Filling.
- Typing and word processing.
- Accounting reports.

**Nov 2011 –  
Jan 2014**

### ACS | MAJOR CLIENT - GENERAL MOTORS

#### ACCOUNTS ASSOCIATE

- Invoice Processing.
- Online Banking Functions.
- Reduced credit period from 90 days to 60 days .
- Managed payroll function for 140 employees .
- cash pay voucher processing .
- Employee expense report payment run.
- Vendor payment runs.
- Total Productivity Report.

## COMPUTER SKILLS

SAP (FICO)	<div><div></div></div>
Tally	<div><div></div></div>
Oodo Software - VAT	<div><div></div></div>
Microsoft Office	<div><div></div></div>

## INTERESTS

Socializing

Music

Dancing

## EXPERIENCE

Aug 2009 –  
Nov 2011

### BRACS PVT LTD

#### Associate

- Maintaining the statutory registers.
- Sending the registrar copies of resolutions and agreements.
- Preparing DSR.
- Prepare minutes of the meeting timely and correctl, Manage schedules and deadlines.
- Responsible for monitoring various company databases to ensure accuracy of inventory.
- Auditing related works.

## EDUCATION

2007 –  
2009

### MG UNIVERSITY

B.COM (Taxation)

## REFERENCES

REFERENCES AVAILABLE UPON REQUEST.