



ALBIN PAUL SENIOR ACCOUNTANT

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Detail-oriented Senior Accountant with a robust background in streamlining financial processes, ensuring compliance with Bahraini regulations, and enhancing audit efficiencies. Proven ability to develop comprehensive financial reports, manage complex reconciliations, and implement strategic controls to support corporate financial health and decision-making. Adept at coordinating with cross-functional teams to drive accurate financial planning and operational excellence.

EDUCATIONAL QUALIFICATION

IEC University,
Bachelor of Commerce (B.com)
2013 – 2016
Himachal Pradesh, India

The Kerala Board of Public Examinations (KBPE),
Higher Secondary
2011 – 2013 | Kerala, India

The Kerala Board of Public Examinations (KBPE),
High School (SSLC)
2010 – 2011 | Kerala, India

PROFESSIONAL SKILLS

Financial Reporting
Audit Coordination
Internal Controls
Tax Compliance
Budget Analysis
Account Reconciliation
HR Operations
Accounts Payable/Receivable

PROFESSIONAL EXPERIENCE

Senior Accountant, N7 Gate Square Real Estate Management

10/2025 – Present | Al Hidd, Bahrain

- Built the entire accounting system from zero for a real estate company.
- Designed a comprehensive Chart of Accounts covering all real estate activities (projects, properties, leasing, maintenance).
- Implemented accounting software and established full data migration and setup.
- Developed standard operating procedures (SOPs) for all accounting functions.
- Created strong internal controls for payments, receipts, and approvals.
- Established project-wise and building-wise cost allocation and tracking systems.
- Set up processes for accounts payable, accounts receivable, petty cash, and bank reconciliations.
- Created formats for monthly closing, financial statements, and management reports.
- Introduced automated schedules for VAT filing and ensured full compliance.
- Coordinated with management to align the new accounting structure with business growth.

Senior Accountant, Shining Apparel General Trading LLC

10/2023 – Present | Manama, Bahrain

- Managed and reviewed daily financial transactions to ensure accuracy and compliance with accounting standards.
- Prepared monthly, quarterly, and annual financial statements and reports for internal and external stakeholders.
- Conducted detailed budget analysis and variance reporting to support effective financial planning and decision making.
- Collaborated with auditors during annual audits, ensuring timely resolution of discrepancies and compliance with regulatory requirements.
- Developed and maintained internal controls to safeguard company assets and ensure accurate financial reporting.
- Prepared detailed tax computations and ensured timely filing in compliance with local regulations in Bahrain.
- Led the reconciliation of complex accounts and resolved discrepancies to maintain accurate financial records.
- Prepared and reviewed intercompany reconciliations and transfer pricing documentation to support multinational operations.

Accountant & HR, Boutique Café & Restaurant

10/2020 – 09/2023 | Manama, Bahrain

- Managed full-cycle accounts payable and receivable processes ensuring timely and accurate financial transactions.
- Administered payroll processing and employee benefits, ensuring compliance with Bahraini labor laws.
- Maintained accurate employee records and facilitated smooth HR operations including recruitment and onboarding.
- Coordinated with accounting and finance teams to prepare monthly financial reports and bank reconciliations.
- Handled statutory compliance related to VAT, social insurance, and labor law filings within the Manama jurisdiction.

LANGUAGE SKILLS

English

Hindi

Malayalam

Tamil

HOBBIES

Traveling

Cooking

Volunteering

Playing chess

Photography

Reading finance journals

Music

REFERENCES

Will be furnished upon request.

- Implemented process improvements to enhance financial reporting accuracy and HR operational efficiency.
 - Coordinated employee attendance and leave management to ensure accurate payroll processing and compliance with company policies.
- Supported recruitment efforts by liaising with candidates and maintaining HR documentation to streamline the hiring process

Accounts & HR Executive, Roche Restaurant & Bakery

01/2020 – 09/2023 | Manama, Bahrain

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- Supported recruitment efforts by liaising with candidates and maintaining HR documentation to streamline the hiring process.

Legal Officer, Chemmanur International Jewellers

2017 – 2019 | Kerala, India

- Develop, implement, and monitor security policies and procedures.
- Conduct regular inspections to identify vulnerabilities in physical and operational security.
- Investigate theft, fraud, or security breaches, ensuring proper documentation and reporting.
- Ensure compliance with applicable laws, regulations, and company policies.
- Review contracts, agreements, and documentation for legal accuracy and risk exposure.
- Assess and monitor customer creditworthiness and set credit limits accordingly.
- Track outstanding receivables, identify overdue accounts, and coordinate collection efforts.
- Prepare reports on credit risks and recommend corrective actions to management.
- Plan and perform internal audits across departments to ensure compliance with policies and controls.
- Identify process weaknesses, risks, and areas for improvement.
- Prepare audit reports and present findings to management.

TECHNICAL CAPABILITIES

- Accounting Software's -Tally ERP9, Tally Prime, Odoo etc.
- Proficient in using LMRA (Labour Market Regulatory Authority) portal for work permits, renewals, and employee documentation.
- Experienced with NPRA (Nationality, Passports & Residence Affairs) portal for visa processing, renewals, and related services.
- Familiar with NBR (National Bureau for Revenue) portal for VAT registration, filing, and compliance.
- Knowledge with Microsoft Office Kit - Ms Excel, Ms Word, Power Point and Outlook
- Skilled in managing SIO (Social Insurance Organization) portal for employee contributions, salary updates, and compliance submissions.
- Knowledgeable in using MOICT (Ministry of Industry, Commerce & Tourism) systems for commercial registration, licensing, and updates.