



# AMITHA KUMARI SUNILKUMAR

Contact: +973 32233221

Email: amithasunil80@gmail.com

## CAREER OBJECTIVE

To pursue a challenging position in the accounting field that enable me to realize the full potential of my job . The experience that I have gained working in the industry allows me to further challenge myself, and to ensure that the company growth will push me to achieve more. I would like to get recognized as an ambitious and committed worker, who strives to give her very best to the task at hand.

## WORK EXPERIENCE

- 17+ years' experience in the accounting field
- Currently the Chief Accountant of Maxmedia Company W.L.L Since June 2008
- Worked in India Over two years in a Trading company
- One year work experience in a jewelry shop in Gold City Manama , Bahrain
- Worked in a Steel contracting company as senior Accountant, Salmabad, Bahrain over one year
- Highly efficient and can work with minimal supervision, even under stressful conditions.
- Highly comfortable working with people from different backgrounds and ethnicities.
- Certificate holder of Chartered Accountant Atricleship for three years issued by Institute of Chartered Accountants of India And Bachelor of Commerce issued by Calicut University.
- Working knowledge of accounting software Tally, Peachtree etc.
- Very fluent in English, Malayalam and Kannada languages.

## EDUCATION

1. Three years Chartered Accountant Atricleship under Institute of Chartered Accountants Of India ( year 1997-2000)
2. BCOM Graduation under Calicut University (1994-1997)
3. X11 Std, Calicut University (1992-1994)
4. X Std under Kerala State Education Board



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## EMPLOYMENT HISTORY

**Company:** Maxmedia Company W.L.L

**Position:** Chief Accountant

**Period:** June 2008-Present

### Job Profile:

- 1 Preparation of invoices for all the four magazines publishing by company.
- 2 Preparation of Payroll and make arrangement to transfer the staff salary
- 3 Follow the outstanding payment from the customer
- 4 Check the outstanding payable to suppliers and arrange to pay them ASAP
- 5 Calculate the leave salary , indemnity , staff air ticket price etc and arrange to pay them
- 6 Make meeting with bank , legal advisor etc
- 7 Preparation of income statement and balance sheet
- 8 Assist the auditor for yearly auditing

**Company:** Global Steel Contracting

**Position:** Accountant

**Period:** March 2007-June 2008

### Job Profile:

1. Preparation of L.P.O
2. Make the payment to suppliers
3. Calculation of Salary to the staff
4. Calculation of wages and overtime to labors
5. Make sure that all the foreman and supervisors are present or not
6. Preparation of final statements

**Company:** Atlanta Jewelers Gold City Manama

**Position:** Accountant

**Period:** June 2006-March 2007

### Job Profile:

1. Preparation of final accounts for the company



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## PERSONAL PROFILE

Age:	40 years
Date of Birth:	15-04-1980
Nationality:	Indian
Contact No:	+973 32233221
Email ID:	amithasunil80@gmail.com
VISA STATUS:	Employment

## DECLARATION

I declared that the above information's are true and correct to the best of my knowledge and belief.

*Yours faithfully*  
**Amithakumari sunilkumar**