

**JAIN JOHN**  
East Riffa, Kingdom of Bahrain  
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## **CAREER OBJECTIVE**

I am looking for an atmosphere that encourages talents, imbibes exhilarating work culture, excellent growth opportunities and provides attractive compensation for extracting highest output by assigning responsibilities by reposed trust in talent.

## **PROFESSIONAL EXPERIENCE**

- ❑ Presently associated **A. Ali Essa Aldaaysi Group of Co. W.L.L**, Bahrain as **Accountant- Property Division**.

Since **December 2014** onwards working in a leading multi functional organization in Bahrain containing more than 300 Employees dealing in Foodstuffs, Electronic Appliances, Ceramics, Real Estate Co, Chain of Super Markets, Petrol Station etc.,

### **Job Role**

- ❑ Prepare payroll and other scheduled reports to management.
- ❑ Calculate Staff monthly salary, Leave salary settlement and Final settlements.
- ❑ Calculating Overtime Wages.
- ❑ Prepare and maintain all the accounting vouchers in computerized form.
- ❑ Preparation of all Suppliers' payments against their agreed credit terms
- ❑ Monitor the cash flow and ensure that enough funds are available when the payments are due.
- ❑ Liaison, negotiate and correspond with banks, insurance companies etc.
- ❑ Arrange the monthly payment of the Motor and Marine Insurance premium.
- ❑ Prepare and analyse the ageing of the customer balance and take appropriate steps for receipt of the dues.
- ❑ Daily Reporting to the management about bank position, inventory etc.
- ❑ All Bank Payments & Reconciliation.
- ❑ Arrange Credit Card [Corporate Card] to the Staff for the official use, reconcile and follow up their transactions that they are used for official purpose only.
- ❑ Inter Company Accounts – Payments, transfers, reconciliation of intercompany accounts etc.
- ❑ Storage invoice preparation and payment follow-up.
- ❑ Meet Clients enquiring Rental Tenancy for vacant shops & Flats and arrange agreement preparation.
- ❑ Follow up of pending rental dues of customers of all buildings.
- ❑ Invoicing of all customers every month and printing of invoice for record purpose.

### **Accounts Finalisation**

- ❑ Prepare Statement of Profit & Loss Account & Balance Sheet to Management.
- ❑ Cash Flow Statement
- ❑ Pre-Auditing Assistance
- ❑ VAT return filing

## **Experience in India**

**21<sup>st</sup>Jun'08-23<sup>rd</sup> Dec'14 Max Life Insurance Company, Kollam as Assistant Manager – Operations.**

### **Job Role**

- ❑ Coordinating My Team member & motivating
- ❑ Scrutinising and logging in new business.
- ❑ Administering Dops Management (Agency Handling) Queries, Agency Training, IRDA Exam Registration, Licensing, Agency Codes Release and Commissions processing of Advisors.
- ❑ Compliance Management & Ensuring Quality Customer Service in all parameters.
- ❑ Administering activities related to policy servicing including Renewals, ULIP Transactions, etc.
- ❑ Directing the generation of claim intimation, registration and follow-ups.
- ❑ Handling Petty cash.
- ❑ Managing vendor and agency management functions.
- ❑ Promoting Up selling & Retention of Existing Customers.
- ❑ Ensure action aimed at cost control for branch.
- ❑ Ensuring completeness of Branch as per Labour Law, Shop & Establishment Rules

**06<sup>th</sup> July '11-31<sup>st</sup> Aug'11 ICICI BANK LTD, Udupi as Branch Sales Manager (AM1).**

- ❑ Promoting Up selling & Retention of Existing Customers.
- ❑ Coordinating Sales Team.
- ❑ Follow up the WIP.
- ❑ Co-ordination of time-to-time Need Based Activities for branch.
- ❑ Ensure implementation of all any new process.

**10<sup>th</sup> July 2007 – 19<sup>th</sup> June 2008 BAJAJ ALLIANZ LIFE INSURANCE COMPANY LTD, KOTTAYAM AS CUSTOMER SERVICE REPRESENTATIVE – Operations**

### **Job Role**

- ❑ Scrutinising and logging in new business.
- ❑ Compliance Management & Ensuring Quality Customer Service in all parameters.
- ❑ Only person responsible for Agency Training, IRDA Exam Registration, Licensing, Agency Codes Release and Commissions processing of Advisors.
- ❑ Administering activities related to policy servicing including Renewals, ULIP Transactions, etc.

**1<sup>st</sup> October 2004 – 30<sup>th</sup> June 2007 JUPITER GROUP OF COMPANY, Coimbatore as Accountant**

### **Job Role**

- ❑ Maintenance of Bookkeeping of Accounts & Statutory Registers at Office
- ❑ HR Activities – Payroll and Monthly Attendance Maintenance and monthly cash distribution of Salaries and Wages to employees.
- ❑ Preparation of monthly statement of Profit & Loss Account to the Management
- ❑ Handling petty cash & Vendor Management
- ❑ Preparation of stock statements and Bank Reconciliation statement on monthly basis.
- ❑ Custodian for all assets in Branch and maintaining of Proper Records of the same.

## ACADEMIC BACKGROUND

2019 MBA doing in ICFAI University.  
2013 Licentiate from Insurance Institute of India  
2003 B.com from M.G. University.  
2000 Pre – Degree from K.E. College, Manannam under M.G. University  
1998 SSLC from St. Ephream High School under Board of public examination.

## IT SKILLS

ERP : Oracle 11G based MCA, Tally 6.3 / 7.2/ 9.1, Sage Pastel etc.  
Operating System : Windows 98/XP/VISTA and Internet  
Applications : MS Office

## PERSONAL DETAILS

Date of Birth : 19<sup>th</sup> September 1982  
Father's Name : John C Kuruvilla  
Languages : English, Tamil, Malayalam & Hindi  
Marital Status : Married  
Permanent Address : Chillakattu House, Thottakadu P.O, Kottayam Pin – 686 539  
Present Address : Flat No.207, Bldg. No.1216, Road. 953, Block#909, East Riffa  
Passport No : L9036322  
Place of Issue : Cochin  
Date of Issue : 24.04.2014  
Date of expiry : 23.04.2024  
Driving License No : 820954462  
Date of expiry : 18.07.2022

### Reference:

- ❑ **Mathew Ninan, Finance Manager, A Ali Essa Aldaaysi Co WLL  
Mob: 39140201**
- ❑ **Dinesh Nair, Manager Field Operations, Max Life Insurance Company  
Mob: +919946397103**

### Declaration:

I hereby declare that the details furnished above are true to the best of my knowledge.

**(JAIN JOHN)**