

**VENKADESH.K**

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**Objective:**

To work with the Co. through which, I can fully explore my inherent Skill, knowledge, experience and strive very hard by putting sincere efforts and making myself regularly updated to achieve the foremost position in the Co.

**EXPERIENCE SUMMARY**

<b>From</b>	<b>To</b>	<b>Designation</b>	<b>Organization</b>
<b>Oct-18</b>	<b>Till Date</b>	<b>Chief Accountant</b>	<b>Crown Industries W.L.L (Kingdom of Bahrain)</b>
Sep-15	Oct-18	Accounts Manager	Global Metals W.L.L (Kingdom of Bahrain)
Nov-13	Aug-15	Accounts Manager And IT In charge	Noah Information Technology (Kingdom of Bahrain)
Jan 06	Oct-13	Accounts Manager	AL NOOR GROUP (Kingdom of Bahrain)
Jun 02	Dec 05	Accountant	Power Group, Nagercoil, India.

## **PROFESSIONAL EXPERIENCE**

### **Crown Industries**

#### **Position : Chief Accountant**

Crown Industries is the pioneer re-cycling operation in Bahrain. This is the only Company in Bahrain with the full capability to re-cycle plastics, ferrous and non-ferrous scrap metal, obsolete machinery, electrical and telecommunications cable and equipment. All our products are re-cycled, processed and exported to different parts of the world. Our main export markets are India, Pakistan, Sri Lanka, China, Taiwan, UAE, Japan, Indonesia, Singapore etc;. We export on an average 200 containers per month.

Crown Industries maintain our own fully comprehensive range of transport vehicles, plant and machinery allowing us to handle materials quickly and efficiently using our specially trained and highly experienced staff around 250. Our total turnover is in Bahraini Dinars equivalent to BHD 8 million plus per year. At present I am handling the following accounts activities.

#### **Duties & Responsibilities**

1. Verify, allocate and reconcile accounts payable and receivable.
2. Produce error-free accounting reports and present their results.
3. Analyze financial information and summarize financial status.
4. Spot errors and suggest ways to improve efficiency and spending.
5. Provide technical support and advice on Management accountant.
6. Review and recommend modifications to accounting systems and procedures.
7. Prepare Salary Statement for all the employees (Total 250 plus), bank transfer procedure and cash salary.
8. Manage accounting assistants and bookkeepers (At present 3 juniors in our department)
9. Verify work contract and while employee going for vacation, Leave Pay and Indemnity Disbursement Statement.
10. Participate in financial standards setting and in forecast process.
11. Provide input into department's goal setting process.
12. Prepare financial statements and produce budget according to schedule.
13. Assist with tax audits and tax returns.
14. Direct internal and external audits to ensure compliance.
15. Plan, assign and review staff's work.
16. Support month-end and year-end close process.
17. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
18. Liaise with our Financial Auditor to improve financial procedures.

All the above activities mentioned is shaped with the aids of Computer Packages i.e. M.S. Office, Word, Excel, Accounting Packages IFMS/Stellar ERP.

## **Global Metals W.L.L**

### **Position : Accounts Manager (Sep-2015 to Oct-2018)**

Global Metals is leading scrap (Recycling) exporter in Kingdom of Bahrain. Since past 14 years in Kingdom of Bahrain M/s Global metals W.L.L. engaged in buying, processing and exporting of all kind of metals & metal scrap globally. Global Metals have a yard there where Global Metals buy the material from all the sources whether organized sector or local suppliers and after processing, cleaning and segregating it we stuff the same in containers and export it. This Global Metals is part of AZAK Group (AL ZAROONI AL KAWAJA) , the total turnover is in Bahraini Dinars equivalent to BHD 7.1 million plus per year. I was handling the following accounts activities.

### **Duties & Responsibilities**

1. Ensure the timely reporting of all monthly financial information.
2. Management Information Reports (Daily MIS, Weekly MIS and Monthly MIS).
3. Inventory Management of whole Yard. Calculate finishing inventory and WIP inventory.
4. Get the shipping bills from shipping department and verify the freight, other charges.
5. Monitor Operation Department expense and control the overheads. Advice the operation department about our budget and explain to them.
6. Verify all petty cash expense and authorized.
7. Verify all cash and credit Purchases Bills and Sales Invoice with sales contracts.
8. Verifying of monthly Creditors Outstanding List, showing month wise Vendor's outstanding amount and issue of Cheque for the same.
9. Validate Salary Statement for all the employees (Total above 100), issue of the cheque, and disbursement of the same after taken signature on Salary Sheet and GOSI Sheet.
10. On completion of work contract and while employee going for vacation, Preparation of 'Leave Pay and Indemnity Disbursement Statement' and Issue of cheque for the same.
11. Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff.
12. Organizing a set of in depth records and classified files to document financial transactions.
13. Ensure an accurate and timely monthly, quarterly and year end close.
14. Produces financial reports involving the Authority's trust accounts for monthly board gatherings. Coordinates all, month end, yearend closing activities.
15. Supports budget and forecasting activities.
16. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
17. Work with the Controller to ensure a clean and timely yearend audit.
18. Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.

All the above activities mentioned is shaped with the aids of Computer Packages i.e. M.S. Office, Word, Excel, Accounting packages Peachtree and Canias ERP.

## **Noah Information Technology**

### **Position : Accounts Manager & IT In Charge (Nov-2013 to Aug-2015)**

This Noah Information Technology is one of the firms in our Group. We have various fields, comprising Construction Company, IT, bouquet shop I was handling the accounts following activities

#### **Duties & Responsibilities**

1. Centralized Accounting activities of the said Business Divisions Completely, involving Finalization of Accounts etc
2. Ensure the timely reporting of all monthly financial information.
3. Assist the Controller in the daily banking requirements.
4. Accounts Receivables & Payables.
5. Management Information Reports.
6. Inventory Management of 2 Warehouses.
7. Verify of monthly Overall Business Transactions Statement tallied with Bank Statement.
8. Ensure the accurate and timely processing of positive pay transactions.
9. Verifying of monthly Creditors Outstanding List, showing month wise Vendor's outstanding amount and issue of Cheque for the same.
10. Verify Receipt of Purchases Bills and Delivery Notes from various divisions and Issuing of Sales Invoice on particular divisions.
11. Responds to inquiries from the Director of Finance regarding financial results, special reporting requests and the like.
12. Supervise the general ledger group to ensure all financial reporting deadlines are met.
13. Validate Salary Statement for all the employees, issue of the cheque, and disbursement of the same after taken signature on Salary Sheet and GOSI Sheet.
14. On completion of work contract and while employee going for vacation, Preparation of 'Leave Pay and Indemnity Disbursement Statement' and Issue of cheque for the same.
15. Provide training to new and existing staff as needed.
16. Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff.

All the above activities mentioned is shaped with the aids of Computer Packages i.e. M.S. Office, Word, Excel, Accounting Package Tally 9.

## **Al Noor Group**

### **Position: Accounts Manager (Jan-2006 to Oct-2013)**

This Al Noor Group having diversified interests in various fields, comprising Construction Company, Engineering Workshop, 2 Super-Markets, 2 Public Schools, 1 Petrol Filling Station, Building Material Shop, and F.M.C.G. & Own Few Buildings - Renting flats. I was handling Al Noor Supermarket, Evershine Supermarket & Al Noor International Trading, the following activities

### **Duties & Responsibilities**

1. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
2. Organizing a set of in depth records and classified files to document financial transactions.
3. Ensure an accurate and timely monthly, quarterly and year end close.
4. Produces financial reports involving the Authority's trust accounts for monthly board gatherings. Coordinates all, month end, yearend closing activities.
5. Resolves complicated accounting issues and assists other personnel withheld with different responsibility in letting the financial transaction run smoothly.
6. Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
7. Supports budget and forecasting activities.
8. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
9. Advises staff regarding the handling of non-routine reporting transactions.
10. Monitoring entries in the general ledger on a monthly basis to ensure accuracy of posting.
11. Maintaining records of vouchers, invoices, checks, bills, tax receipt, account statements, reports and filing it in the ledger.
12. Maintain precise records in order to indicate the economic problem on the corporation's funds administration as well as reconciliations. Provide many economic canceling for you to administration such as Balance Linen as well as Revenue as well as Burning transactions.
13. Work with the Controller to ensure a clean and timely yearend audit.
14. Assist in development and implementation of new procedures and features to enhance the workflow of the department.
15. Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.

All the above activities mentioned is shaped with the aids of Computer Packages i.e. M.S. Office, Word, Excel, Accounting Packages Tally 9ERP Gold/NxGT ERP/ Focus /ARMS.

## PERSONAL DETAILS

### EDUCATIONAL QUALIFICATIONS

#### Academic :

Master of Commerce (**M.Com**) at Annamalai University, TamilNadu - India  
Pursuing Master of Computer Application (**MCA**) at MS University, TamilNadu -India

#### Technical :

Post Graduate and Diploma in Computer Application (**PGDCA**) in Dec - 2004 at Annamalai University, TamilNadu - India  
Post Graduate and Diploma in E-Commerce (**PGDE-Com**) in Jun-2002 at TCPS  
TamilNadu - India

#### Additional :

Diploma in Co-Operative Management (**DCM**) in May – 2003 at **Tamilnadu Co-Operative Union**, TamilNadu - India

### Knowledge Profile

<b>Packages</b>	Tally 9 ERP, NxGT Financial Suit, Focus, Canias ERP, Stellar ERP Peachtree, Ms-Office 2013/365.
<b>Operating System</b>	Windows XP, Win 7, Win 8.1,10, Windows Server 2008/2012.
<b>Data Base</b>	Ms-Access, SQL Server, Oracle

### Personal Profile

Date of Birth	30-06-1977
Language Known	Tamil, English, Malayalam and Hindi.
CPR No	770635954
Driving License No	770635954 (Valid up to Jul-2021)
Passport Details	Passport No J4193907
	Passport Issue Place Bahrain
	Passport Issue Date 08-11-2010 Expiry Date 07-11-2020

### Strength

1. Good Communication Skills.
2. Good Analytical Ability.
3. Ability to work individually and as a team.

### DECLARATION

I (K.Venkadesh) hereby declare that all statements made in this application are real and complete to the best of my knowledge and belief.

**Venkadesh Krishnan**