

# G. Raghavendar

## **Payment Coordinator - Jawad Business Group**

Manama

[graghavendar4\\_tvf@indeedemail.com](mailto:graghavendar4_tvf@indeedemail.com)

0097336598454

To take up a challenging work in any field, where I can contribute my skills and abilities in an effective manner to reach the pinnacle of organizational goals.

### **Strength:**

Hard working, positive thinking, Honesty and self confidence are my strong points. I am having very good communication skills, which will be helpful to achieve objectives of organization.

Self motivation, Hardwork, honesty & Communication skills

## Work Experience

---

### **Payment Coordinator**

Jawad Business Group

May 2013 to Present

Manama, Bahrain

### **Administration & Finance Maintenance**

Alhabar Excavation

January 2012 to 2013

### **Accountant**

Sayed Kadem Aldurazi & Son's

January 2008 to 2012

Manama, Bahrain

I have more than 7 years of working experience in accounting and sales management in middle-east (Bahrain). Below description briefly explains about my responsibilities.

### **Responsibilities held:**

- Monthly follow-up from principal of account statement.
- Monthly reconciliation of account statement against physical goods received for stock/nonstock/equipments
- Ensure to obtain Grn for stores and prepare payments.
- Prepare Supplier claims and follow up the credit notes from supplier
- coordinate with principals on any concern from finance department.

- Approvals & allocation of Vender Invoices as per making L.P.O
- Process of payment supplier /freight forwarder credit follow ups
- Preparation of suppliers weekly statements schedule and receivable statements.
- Preparation of cash receipts.
- Dealing with customers in providing information about our services.
- Preparation of quotations.
- Preparation of monthly cash &cheque details for the total amount.
- Maintenance of Manual Ledger book.
- Payment follow-up.
- Petty cash maintenance.
- Coordinating with purchase department for P.O process.
- Invoice Preparation.
- Preparation of Daily sales, actual & estimate reports.
- Co-coordinating with auditor for trail balance &balance sheet.

## Education

---

### **Master of Commerce**

Osmania University - Hyderabad, Andhra Pradesh

### **Bachelor in Commerce**

Osmania University - Hyderabad, Andhra Pradesh

## Additional Information

---

Computer Skills:

Accounting Packages, Tally, Wings, Focus, TATA EX, PGDCA and Computer Hardware.