



ABOUT ME

A highly motivated and confident person with good communication, multi-tasking and interpersonal skills. A good time keeper, always willing to learn new skills. Able to work in a busy environment and produce high standards of work.

SKILLS

- Quick learner
- Very good interpersonal and communication skills.
- Highly organized and completes assignments on time.
- Very good team player.
- Possess Leadership qualities.

TECHNICAL

- Well versed in MS office
- Tally ERP9
- Fox Pro
- Internet savvy

OBJECTIVE

To be one of the most vital human asset and to carve myself in the overall development of the organization where my strategies and potential towards the profession can be utilized maximum.

EMPLOYMENT SUMMARY

GULF COMPUTER SERVICES W.L.L – KINGDOM OF BAHRAIN

Administrative Accountant (October 2016-Till Date)

JOB DESCRIPTION

Processing accounting duties in compliance with financial policies and procedures and performing day to day financial transactions.

JOB RESPONSIBILTIES

- Generates accounting statements and reports.
- Make daily collection calls and send statements to outstanding customers.
- Receiving incoming customer payments, entering cash receipts and completing bank deposits on daily basis.
- Preparation of Bank reconciliation on monthly basis of all the bank accounts of the company.
- Reconcile the accounts receivable/payable ledger to ensure that all payments are accounted for and properly posted.
- Responsible for entering and maintaining all purchase invoices from local & International vendors.
- Maintaining showroom cash & petty cash on daily basis.
- Claiming the Rebates from HP & Microsoft for the items bought from HP.
- Verification of the physical stock of the company.
- Handling the vehicle maintenance of the company
- Responsible for maintaining Tamkeen reports & Files to ensure accurate payments.
- Preparation of monthly payroll of employees.
- Documentation for applying new visa & family visa for employees and renewals of Residence permit.
- Handling sales order and redirecting them to the dispatch department regularly and keep a track on delivery on daily basis & update the sales persons on their order status.
- Provide backup support to other groups in the accounting department, type periodic reports and perform other general administrative duties.

KEY ACHIEVEMENTS

- Attended the 54th General Conference and the All India School Festival of United Schools Organization of India (USO) held at Pondicherry.
- Awarded the best NSS cadet and also NSS Coordinator for the year 2011-2012.
- Participated and won many prizes in cultural activities in school and college.
- Recognized as the right candidate to support UK team within a short span.

ACADEMIC PROJECTS UNDERTAKEN

- Completed an internship on TDS from KONE Elevators, to find out the impact under various section. (194J,194H,194I,194C)
- Completed an internship on Technical Analysis on selected securities from PROCON Advisory Services(pvt)Ltd, to find out the risk and return on equity market.

HOBBIES

- PlayingCricket,Carrom, Table Tennis.
- Professional Jazz Player and alto Saxophone beginner.
- Trecking

BKZZ QATAR ENGINEERING & CONTRACTING W.L.L – DOHA

Administrative Accountant (December 2015-October 2016)

JOB DESCRIPTION

The accounting administrative performs the role of managing accounting and administrative tasks for an organization. The major duty of accounting administrative is to work and render support for the accounting unit of an organization. Safeguard bank deposits, as well as post deposits until billing and time procedures are accomplished.

JOB RESPONSIBILTIES

- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs (Tally ERP)
- Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
- Responsible for the preparation and processing of monthly payroll for over 30 employees.
- Review and ensure accuracy of approved timesheets, track and deduct all special payroll deductions.
- Manage petty cash account on daily basis.
- Ensuring processing of Quotation, Enquires, Invoices, Purchase Orders (Local & International Orders) with reference to company requirements.
- Accomplish complete end of the month reconciliation and input accredited payables and print cheques.

KONE ELEVATOR INDIA (PVT)LTD – INDIA-CHENNAI.

Process Agent-UK Contract Administration (July 2014 -November 2015)

JOB DESCRIPTION

Assist in creating and renewing contracts for KONE elevators, escalators and doors and also responsible for handling and processing documents as well as conduct quality check. Responsible for converting process emails to WFT (Work Flow Tool) which is received from the front Line.

JOB RESPONSIBILTIES

- Preparing Monthly Forecast and Annual Budget in coordination with the Frontline & Head office.
- Posting of Journal entries on monthly basis and posting of clearing entries
- Preparation of Fixed Assets reporting for monthly basics.
- Posting Sales and Purchase invoices with proper procedures.
- Creating New contracts as per the AMC or the PO issued by the customer.
- Handling of Sales and Purchase reconciliations on monthly basis.
- Renewing the Existing contracts
- Creation of Ship to Party – as per the signed copy or the enabler with proper tax classification.

EDUCATION QUALIFICATION

MBA (Finance & System)	SRR Engineering College (JEPPIAAR)	75%	2012-2014
B.COM (General)	Nazareth College of Arts & Science	71.5%	2009-2012
Higher Secondary-Commerce with Computer Science	Thangamani Matriculation Hgr Sec School	72%	2007-2009

PERSONAL INFORMATION

Name (full name)	Prabhin James
Marital Status	Unmarried
Date of birth	30-April-1991
Native Language	Malayalam
Languages Known	English, Hindi, Malayalam, Tamil
Gender	Male
Notice Period	2 Months
Passport Number	L9176698

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge. If I am given an opportunity, I would perform to the best of my abilities and meet your expectation.

PRABHIN JAMES