



AHAMED NAVAS.

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CAREER OBJECTIVE

Seeking challenging level assignments that shall yield the twin benefits of Job satisfaction and a steady paced professional growth with an organization of high repute.

SYNOPSIS

- Accounts General Ledger
- Accounts Payables & Receivables
- Letter of Credit and Bank Guarantee
- Corporate Accounting & Bookkeeping.
- Intercompany accounting.
- ERP & Financial System Technologies.
- Payroll Processing & Management.

PROFESSIONAL EXPERIENCE

Since 14th July 2018 to till : JAWHARA JEWELLER WLL ,Bahrain as a Account Analysts

Key Result Areas

- Head of Bahrain Region.
- Manage day to day transaction .(General Ledger)
- Maintain book of accounts in a computerised environment , (Cash /Cheque , Bank Transfer, filing and documentation)
- Manage the whole range of Accounts Payable & Receivable, Purchase & sales, Petty cash, Expenses a/c.
- Manage the Stocks and Shipment Process(Import & Exports)
- Manage the Bank Transactions .
- Bank & Credit card statement Reconciliation
- Prepare Daily Report, Monthly Report, Annual Report as Management Request .
- Prepare Projected & Actual Cash Flow Statements
- Finalise Trading & Profit loss A/c & Balance sheet
- Ensure effective fixed assets & inventory control is applied.

- Calculate and distribute wages and salaries (PAYROLL) with WPS.
- Prepare VAT summary and VAT Filing.
- Prepare annual budget and Monthly cost .
- Supporting with Audit Team for Year closing.
- Reporting to CFO.

➤ **13th Sep 2013 to 31 Mar 2018: BELLEZA Jewellery LLC, Dubai, UAE as Accountant General (Whole sale & Retail)**

Key Result Areas

- Manage the day to day transactions. (General Ledger)
- Maintain book of accounts in a computerised environment , (Cash /Cheque , Bank Transfer, filing and documentation)
- Manage the whole range of Accounts Payable & Receivable, Purchase & sales, Petty cash, Expenses a/c.
- Manage the Stocks and Shipment Process(Import & Exports)
- Manage the Bank Transactions & statement Reconciliation
- Prepare Daily Report, Monthly Report, Annual Report
- Prepare Projected & Actual Cash Flow Statements
- Finalise Trading & Profit loss A/c & Balance sheet
- Ensure effective fixed assets & inventory control is applied.
- Calculate and distribute wages and salaries (PAYROLL) with WPS
- Prepare regular reports and summaries of accounting activities.

➤ **March '13 to October 2013: MUTHOOT Fincorp Pvt Ltd, Tamilnadu, India as CUSTOMER SERVICE EXECUTIVE (Financial service-Bank)**

Key Result Areas

- Manage daily walking customers for branch.
- Generate sales leads.
- Identifying and assess customers needs to achieve satisfaction.
- Build sustainable relationship and trust with customer accounts through open and interactive communication.
- Achieve individual sales task.
- Provide accurate valid and complete information by using the right methods and tools.
- Handling customer's complaints.
- Daily reports update to the branch manager and head office.

Key Result Areas.

- Taking attendance of all AHIs/ Carting team and keeping record of van reporting timings
- Dispatching deliveries
- Ensuring carting and tagging are done on time & target is to achieve 0 un- carted bundles in end of the day
- Make sure all the ids entry is done on IN/ Out register at the time it is brought to the hub immediately
- Dispatch clothes to the facility before cutoff time. Also tally the dispatch facility sheet report with the clothes sent to the facility
- Cash revenue entry to be done in Cash register immediately after you receive the cash against the order ID.
- MIS at the end of the day.
- Update the EOD report. Before updating of which the hub would not be closed.
- All the Queues has to be checked by every HI every hour
- Impart training and should know the system well in order to train others
- Promote Team Work Culture and imbibe enthusiasm in the team

ERP Knowledge

- Microsoft Dynamics Navision (ERP)
- Microsoft Dynamic AX (ERP)
- Tally ERP 9, SQL Database, SAP FICO
- M.S.Office (word, excel, power point) & Outlook.

ACADEMIC & PROFESSIONAL RECORD

- **Master of Business Administration, (M.B.A)** Park College of Engineering and Technology Coimbatore, affiliated by Anna University Chennai, India.
- **Bachelor of Business Administration, (B.B.A)** Sadakathullah Appa Arts & Science College, Tirunelveli, Affiliated with M.S.University, Tirunelveli, India.
- **Certificate in computerized Accounting (2008-2009)**

Personal Profile

Date of Birth : 17th July, 1990
Linguistic Abilities : English, Hindi, Tamil & Malayalam
Marital Status : Married
Nationality : Indian

Visa Status : Employment Visa (Transferable)
Passport No : K8601590, Expiry: 17.10.2022
Address : Manama . Bahrain

Declaration

I hereby declare that the listed information is correct and complete to the best of my knowledge and all the relevant documents will be made available on demand.

Signature

Bahrain

Ahamed Navas
