**SHAFEEK MUHAMMED KUNJU**

**Bahrain, Manama**

**+973 66990028**

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# Assistant Accountant & Cash handler

**Work experience**

## April 2015 - Present Assistant Accountant, Cash handler

***Bahrain Public Transport Company Bahrain***

* Daily book keeping and accounting processes
* Prepare Journal Entries for prepaid expense and deferred revenue Receive and deposit all.
* Report and track all expenditure
* Reconcile house fund on a daily basis and keep the safe neat and tidy
* BBR and daily collection reconciliation
* Bank reconciliation and process payments
* Reconciliation Smart Cards TVMs and TOMs(Ticket Vending machine and Ticket Office Machine)
* Maintain the Cash float System updated
* Report monthly sales revenue
* Reporting immediately to chief Accountant if any Collection missing
* Cash Salary Distribution
* Liaise with the money exchange company and exchange all foreign currency with the local currency.
* Bank Deposits on a daily Basis
* Sell all available fares and credit top ups
* Answer customers' questions and promote customer satisfaction
* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists

## Jan 2011 - Aug 2013 Assistant Accountant

***Tabuk International School Saudi Arabia***

* Monitor/maintain financial records including trust and cafeteria funds petty cash, accounts receivable, bank deposits and reconciliation.
* Responds to enquires and take reply messages
* Operate office equipment’s and software to create and maintain responds spread sheets
* Prepare and process correspondence
* Maintain and monitor inventories
* Bank reconciliation and process payments
* Report monthly sales revenue

# Education

## September 2006 Graduation in Kerala University India (2003-2006

Bachelor of Economics and Business

## March 2003 Higher secondary Education in Kerala India

## Plus two (Humanities) (2001-2003)

**Skills**

* Data Entry; Proficiency with Microsoft Office Suite
* Payroll Experience
* Experience Account Preparation
* Detail Oriented; Organised; Timely;
* Strong Bookkeeping Skills
* Knowledge of Business Math
* Strong Written and Oral Communication Skills
* Associate's Degree in Business Administration or Related Field or Equivalent Work Experience
* Hardworking Individual with a Go Getter attitude
* Strong customer care relationship and Communication
* Hands on experience in ERP Systems (Tally)
* Holding Bahrain Light Motor driving license

**Languages**

* ENGLISH (Read, write speak)
* HINDI (Read, write speak)
* Arabic ( speak professionally)

# Award and Achievements

* Received Vision and Value Award (Pearl Award) 2015 from Bahrain Public Transport Company
* Received vision and value award ( Team Finance ) 2018 from Bahrain Public Transport Company

# Carrier objectives

An ambitious professional, who craves a challenge and is not afraid of working outside the comfort zone, I am a motivated team player who consistently aims to push revenue expectations and exceed goals with excellent communication and rapport building skills so that the client can easily open up to discussions. Pragmatic and Result Oriented with a focus on

Bottom line results and happy to work for an organization that values passion, positivity, integrity and hard work.

# Personal and Passport Details

* Passport No : M 8963026
* CPR Number : 860462269
* Place of issue : Bahrain
* Date of issue : 9-9-2015
* Date of expiry : 8-9-2025
* Date of Birth : 10-04-1986
* Religion : Islam
* Marital status : Married
* Nationality : Indian

# Declaration

I do hereby declare that the above information given by me is true and genuine to the best of my knowledge.

SHAFEEK MUHAMMED