

SINDHU KRISHNA

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Profile Summary:

Accomplished Operations Executive Professional with a successful track record overseeing Accounts, HR & Admin Departments, seeking a position at your esteemed organization, equipped with broad knowledge of concepts and strategies to yield the best financial outcomes in all areas. Proficient with accounting procedures, processes and related software applications with good communication skills, multi-tasking and problem solving with solid track of success in various positions with outstanding experience at customer services vertical.

Accounting Knowledge and Expertise:

Financial Experience

- ❖ Expertly handle accounts, payments, VAT and refunds
- ❖ HR, Payrolls, LMRA, GOSI, Commercial Registration, All types Visas Processing
- ❖ Strong mathematical skills with ability to manage complex systems and large amount of data

Document Management

- ❖ Draft Invoices, Reports, Customer and Vendor payments
- ❖ Type Letters and manage correspondence
- ❖ Provide exceptional clerical support to senior management
- ❖ Manage financial statements and organize data for executives

Personal Skills

- ❖ Study current process issues and develop innovative solutions to improve workflow, maximize efficiency and increase productivity
- ❖ Knack of spotting trends and discrepancies in financial data
- ❖ Create new methods for data entry to the system that minimizes input errors
- ❖ Technologically savvy and ability to learn new software applications quickly

Experience/Work History Summary:

As HR & Admin cum Senior Accountant for 8 years **Work Period** - July 2012 till Date
Bahrain Car Hiring – Car Rental Services Company, Manama, Kingdom Of Bahrain

As Relationship Manager for 2 Years **Work Period:** January 2010-June 2012
Federal Bank/Max Newyork Life Insurance – Kerala, India

Business Manager/Sales Team Manager for 5 Years **Work Period:** January 2005-December 2009
HDFC Standard Life Insurance/Bajaj Allianz – Kerala, India

Education:

- ❖ Executive MBA from Indian Institute of Business Management Studies, Mumbai , India
- ❖ Diploma in Electronics Engineering, Govt. Polytechnic, Kottayam, Kerala, India
- ❖ Pre-Degree from S.N College. Kollam, Kerala, India

Personal Details:

❖ Date and Place of Birth	: 27 th May 1975, Kollam, Kerala
❖ Nationality / Sex / Marital Status	: Indian / Female / Married
❖ Bahrain CPR# / Driving license	: CPR# 750599103 / License valid until 04/09/2021

Experience/Work History Details:

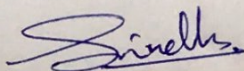
As HR & Admin cum Senior Accountant for 8 years Work Period - July 2012 till Date
Bahrain Car Hiring – Car Rental Services Company, Manama, Kingdom Of Bahrain

Job Description

- Handling LMRA, GOSI, calculation of Payroll, Leave salary, personal advances deduction etc. & all HR Policies and procedures
- Handling commercial registration & E-tendering documentation etc
- Maintaining proper files for all the records.
- Respond to employee issues & questions by timely manner
- Accomplishes the result by performing the duty.
- Maintaining the complete Books of Accounts & Knowledge of Bahrain VAT.
- Coordinate with the purchasing & budgeting staff to resolve issues relating to purchase orders, payments, supplier invoices, freight & other related documents on a daily basis.
- Providing the updated project charges report to the budgeting department to issue the sales invoices.
- G/L entries, Book Keeping, Voucher Entries, Invoices & Receipts, Petty Cash, Verifying transactions and preparing Expense reports.
- Preventing, rectifying, or reporting errors made while recording, posting in or balancing any account.
- Monthly review of Sales Team & outstanding collections and verification of staff sales commission and their settlement.
- Coordinate for Daily Deposit of Collections in the bank
- Raise Invoices on time with supporting documents, to claim amounts from customer.
- Coordinating with debt collectors for outstanding collection.
- Submission of monthly MIS reports (Monthly Quarterly & Yearly)
- Timely reporting / information to CEO, CFO and Division heads
- Coordinating with sales team where ever required for timely invoicing & collection.
- Observation of Day to Day financial operation and Accounts Receivable and Payable .

I, hereby solemnly declare that the information furnished above is true to the best of my knowledge and no part there of has intentionally distorted or misrepresented

Sincerely



SINDHU KRISHNA

Place: Bahrain

Date: 27.05.2020