

MUNAF .A

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Job Objective:

Seeking a responsible and challenging position in an organization where in skills can be fully utilized for personal career growth and future orientation.

Work Experience:

- **Currently working as Document Controller & Accountant at Earth & Space Contracting, East Riffa, Bahrain. From Sept 2016.**
 - Document Controller.
 - All Bahrain LMRA works (visa processing, CR formation etc.)
 - Prepared company accounts and expenses.

Roles & Responsibilities:

- Process payments and documents such as invoices, general vouchers, employee reimbursements and statements.
- Communicating and coordinating with all departments and with all management meetings.
- Developing and understanding of our clients and business.
- Coordinated with various departmental heads for approval of items/service confirmation to process the invoices.
- Prepared, Reconciled and manage bank statements.
- Performed administrative tasks and data entry.
- Preparation of different forms used for purchases and stores like, goods received notes, orders, stores issues notes, goods return notes.
- Allocating space for office staff, Assets and Scheduling products and goods at Warehouse and showroom.
- Control and review of petty cash and office expenses.
- Arranging events yearly for honoring the client's.
- Inspection / controlling the correspondences / records.
- Coordinating and establishing all travel arrangements, reconciles travel and expense reports.

Professional Qualification:

Completed Foreign and Indian Accounting course from Spectrum Computer Education, Thalassery, Kerala, India.

Educational Qualification:

- Completed Bachelor of Computer Application from Mahe Co-operative collage of higher Education and Technology under Pondicherry University(2010 - 2013).
- Completed +2 (Higher Secondary) from Government Higher Secondary School, Mahe under Kerala State board (2008 - 2010).
- Completed 10th (SSLC) from St Theresa Higher Secondary School, Mahe under Kerala State board (2008)

Course Included

- TALLY.ERP9
- PEACHTREE
- QUICKBOOKS
- MS-Excel, Maintaining of Petty cash, balance sheet.

Areas of Interest:

- Administration
- Finance Management/Accountant
- Document Controller/Store Keeper/Time keeper

Computer Skills:

ERP Data entry

Oracle Discoverer

Basic knowledge of Adobe Flash, Visual Basic, .net, Java, C, C++, C#

MS Office package

MS word, excel.

Basic knowledge of computer hardware, network & printers

Internet & Emails.

Strength and Aptitude:

- Interpersonal communication and Leadership skill.
- Friendly nature, Always open to discussion and new ideas, Can integrate into any group and work.
- Highly motivated and hardworking with an ability to work efficiently in team as well as independently.
- Pleasing personality, Adaptability to changes and teamwork.

Personal Details:

PresentStatus	:	Employee, Bahrain
PassportNo.	:	M8317123
Date of birth	:	4-2-1993
Nationality	:	Indian
Marital Status	:	Single
LanguagesKnown	:	English, Malayalam and Hindi
Passport Issue Date	:	24/04/2015
Passport Expiry Date	:	23/04/2025
Cpr No	:	930228219
License No	:	930228219
Address	:	Building no.95, Road.7, Block.911, East riffa, Kingdom of Bahrain.

Declaration:

I hereby declare that the above-mentioned information's are correct upto my knowledge and belief and I bear the responsibility for the correctness of the particulars.

Place: Riffa-Bahrain

Date: 21/03/2020

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