**CURRICULUM VITAE**

**IFNAS**

Manama, BAHRAIN.

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# CAREER OBJECTIVE

Intend to build a career with committed & dedicated people who will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment and Seeking a position as an **Accountant** where extensive experience will be further developed and utilized.

# Academic & Technical Qualification:

* Diploma in Computer Application ( Tally , Peach tree ,MS Excel, etc.,) from IPA Kerala
* 2012 Bachelor of Commerce from Calicut University Kerala
* 2009 Higher Secondary Education from IPC HSS Kerala
* 2007 SSLC MUM VHSS Vatakara Kerala

# Work Experience at BAHRAIN

**Position : Accountant**

**Company Name : Fine Fair Trading Co WLL**

# Reference : Manshad ( Manager Tel :-17 25 1466)

# Duration : November 2017 Onward

* Prepares purchase order to ensure that required approvals ,accounting information,
* quantity, stock number/code, unit of goods , supplier details, and delivery details
* Receives and answers routine telephone enquirers or refers to appropriate staf
* Determines a fair and reasonable price, via telephone, catalog, or direct quote
* Prepares required documentation, records transactions in an automated accounting system
* Makes approved purchases by phone, catalog, internet, or over-the-counter.
* Enters purchase data into the Monthly Purchase Log.
* Preparing Stock Analysis, Stock taking reports
* Reconciles and verifies the monthly purchase log against GRN bank statements,

resolves discrepancies by reviewing files and logs or contacting vendors to obtain invoices or other documents, as appropriate, provides reconciled files to the Approving Official.

* Verifies quantity, description, condition, and price to actual order.
* Take action to correct discrepancies in orders received.
* Retains all original, verified shipping and receiving documents in the PO record file.
* Reconciles monthly GR (goods Received) statement.
* Reviews and evaluates contractor’s prices, proposals bids by comparison of other price quotations submitted. Certifies monthly billing statement with proper receipts acceptance and inspection to forward to superior officer
* VAT registration, VAT calculation and VAT return Filing

# Jobs & Responsibility

**Position : Accountant**

**Company Name : Castillo Interiors**

# Reference : Jeo Peter( Senior Accountant Tel :-17 404 585 )

# Duration : January 2017 to November 17

* Cost report of Purchase for pricing purpose.(Freight, Custom, LC Charge, Local transport,
* Supplier Charge, Insurance …etc)
* Prepare financial statement like Trial balance and profit &loss accounts, Balance sheet
* Process payments and invoices accurately and in accordance with closely defined procedures and
* Accounts payable & Accounts receivable
* Branch Reconciliation and Bank Reconciliation
* Daily reconciliation for all Cash, Cheque and fund transfer
* Follow up on Short, Excess and Damage of goods
* Preparation of Staff monthly Salary, Commission, OT, HRA...etc
* Assist in Interim/ Annual External Audits and government audits
* Responsible for all bank related work including maintaining and posting entries and clearing all
* bank related discrepancy& LC payments
* Review on daily sales of every branches &amp; processing to proper ledger
* Preparation of various month end reports
* General Accounting
* Responsible for incoming and outgoing mail, delivery and receiving by supplier document

**Position : Assistant Accountant**

**Company Name : Apsara Marketing Consultancy**

# Reference : ANAS .M ( Senior Accountant .mob:39251707)

# Duration : December 2015 to January 2017

# Jobs & Responsibility

* Ensuring maintained/updating all financial transaction.
* Invoicing and collection of receivables, Preparing a payments to payables and Follow up general payments.
* Preparation of sales and purchase reports every month and reporting to Accounts Manager
* Handling petty cash and follow up Receivable and payable accounts.
* Bank Reconciliation and intercompany consolidation ledgers allocation.
* Follow up with clients pertains collection of receivables and payables.
* Preparing Depreciation schedules, Fixed deposits and Prepaid expense
* Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
* Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.
* prepare and process accounts payable checks, wire transfers and Cheque payments
* Resolve invoice discrepancies, vendor file maintenance and correspond with vendors and respond to inquiries with produce monthly reports.
* Assist in month end closing and maintain updated vendor files

# Work Experienced at INDIA

# Position : Assistant accountant/ Assistant Auditor

**Company Nam : Rajeesh & Associates**Tax Practitioners and Accountants

**Reference : RAJEESH**

**Duration : November- 2013 to December-2014**

# Jobs & Responsibility

* Daily collecting sales and purchase details from dealers
* Preparing day book
* Making Debtors and Creditors accounts
* Preparing Journal and Ledger
* Create Manual and Computerized Accounting
* Preparing Audit works
* EXCEL &TALLY accounting package.
* Every month submitting VAT (Value Added Tax) Return
* Preparing ledger and Profit and loss
* Calculating specific Expense tax
* Creation of Balance sheet

# Personal Details:

**NATIONALITY** **:** INDIAN

**MARITAL STATUS.**  :Single

**CPR NO.**  **:** 910932557

**PASS PORT EXPIRY. :**  03/10/2022

**BAHRAIN DRIVING LICENSE : 910932557**

# Declaration

*I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.*

***Yours sincerely****,*

*IFNAS C.A*