

SACHIN PHILIP ANDREWS

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CAREER OBJECTIVE

To enhance my knowledge level, management skills and receive acceptance from all level of hierarchy, while sincerely contributing to the growth of the organization that I am working in.

WORK EXPERIENCE

Limousina W.L.L (Ajalat Group), Bahrain & Saudi Arabia (April 2019 – Present)

Designation - **Internal Auditor**

Reporting to: General Manager, Chairman

Key responsibilities: Monitoring Cash Reserve Bahrain & Saudi, Monitoring Petty cash - 10 Locations (Saudi & Bahrain) with random checks, Monitoring Bank Reconciliation of Bahrain & Saudi Banks, Prepare Projected Cash Flow, Monthly VAT filing Ajalat (Saudi Arabia), Quarterly VAT filing Limousina WLL (Bahrain), Point of Contact for suppliers (Saudi & Bahrain), Monitoring monthly payments to suppliers. Ensure credit control, verifying random payment & receipt vouchers to ensure accuracy, Monitoring Vendor & client Ledger Reconciliation, Handling bank transfers (BSF Online), Monthly review of ARAMCO Invoice process.

Reviewing monthly P & L, Balance Sheet reports and providing suggestions to the management to improve company's performance. Review each project to ensure profitability & proper cash flow. Reviewing Vehicle & Driver productivity, Assist in Financial year Audit, Cost Analysis, Monitor the accuracy of the accounting ledgers, Assessing non-performing assets, utilities.

Ewan Al Bahrain for Renovation & Construction Co. W.L.L. (August 2017 – February 2019)

Designation - **Senior Accountant**

Reporting to: **Finance & Contracting Director.**

Key responsibilities are monitoring Bills payable, Receivables, Bank Reconciliation, Cash flow statement preparation, Petty cash handling, Snag work Invoicing, Preparation of monthly income statement and balance sheet, Expense Segregation, Monthly Project Financial Report, organize and manage Financial Audit, Credit Control follow up, Payroll, Budgeting.

Limousina W.L.L (Ajalat Group), Bahrain (2014 – August 2017)

May 2016 – August 2017

- **Promoted** as **Business Analyst**.

Reporting to: **Finance Manager and IT Manager**.

Key responsibilities

- Developing an ERP Solution for the Company's Accounts System, working closely with each department and an external IT company.

Additional responsibilities were:

- Providing solutions to all departments relating to any problem in company's customized ERP.
- Preparation of Monthly Management Reports generated from ERP.
- Monitoring IT related assets & other assets.
- Preparing reports on our core business stream, providing suggestions and new business ideas.
- Assist in scrutinizing & digitalizing contracts of all clients.

April 2014 – April 2016

- Worked as **Accounts Executive** in Limousina W.L.L (Ajalat group).

Reporting to: **Finance Manager**.

Key responsibilities - Handling bills payable, receivables, bank reconciliation on monthly basis, cash flow statement preparation, petty cash handling, invoicing, data entry in Peachtree and preparation of monthly income statement and balance sheet in the absence of Accounts Manager. Also worked as Interim Credit Controller. Reporting to Accounts Manager.

ACADEMIC QUALIFICATION

- **MBA (Major: Finance, Minor: Marketing)** from Saintgits Institute of Management, Mahatma Gandhi University in the year 2013.
- **B.com** from C.M.S College, Mahatma Gandhi University in the year 2010.
- **Higher Secondary Education** (Plus two) from Don Bosco Higher Secondary School in the year 2007
- **Matriculation** from Don Bosco School in the year 2005.

TRAINING PROGRAMMES

- Six-sigma (Green belt).
- Ernst and Young – Saintgits Institute of Management joint programme on 'Valuation'.

PROFESSIONAL ACHIEVEMENTS AND LAURELS

- First employee of the company to get promotion within a period of one year.
- Taken a challenging responsibility from Accounts Executive to company's overall ERP Accounts Head when requested by the company and succeeded in it.
- First employee to be a part of company's Human Resource Development Programme (HRDP).

- Coordinated in integrating payment gateway for the company and succeeded with in a period of one month.

OTHER ACHIEVEMENTS AND LAURELS

- First student to get campus placement from the 2011-2013 batch. Got placed in HDFC Sales Pvt. Ltd.
- Got selected in Ernst& Young – Saintgits Institute of management joint programme on 'Valuation' (2013).
- Awarded six-sigma green belt certificate (2012).
- Handled dual responsibilities as the head of food committee and stationary committee in Saintgits Institute of Management's all India management meet held at Saintgits 2012.
- Captained and coached Saintgits Institute of Management in the Saintgits Premier League tournament and emerged as the winners of the tournament (2013).
- Represented Kerala South Zone team in the state championship and won the first prize (2011).
- Received 'Best bowler award' in the 60th All India Pooja Cricket Tournament (2010).

SKILL SETS

Language known: English, Malayalam, Tamil, Hindi.

Computer skills: MS Office, Tally ERP 9, SAP Business one, Peachtree, Focus 7 Accounting Software.

PERSONAL DETAILS

Date of birth: 17-01-1989

Gender: Male

Age: 31 years

Nationality: Indian

Passport No: N5188321

Bahrain ID & Driving License: 890165998

REFERENCE

I shall provide upon request.

DECLARATION

I hereby declare that all the information provided above is true and correct.

Date:

Place: Bahrain

Sachin Philip Andrews