

Dear Sir/Madam,

I wish to introduce myself as a Chartered Accountant with MBA and 10 years of experience in all facets of finance, accounting, costing, MIS, budgeting, internal audit, business restructuring, etc.

Presently, I head the Finance, Admin & Operation function of the prominent business conglomerate in Bahrain. My work experience has been in best professionally managed Indian Company as well as well reputed Service and Business industry in Bahrain.

The strengths that I have gathered all these years, apart from being academic qualification and possessing the requisite experience in Finance and accounting are,

- Effective managerial skills& leadership qualities
- Sharp analytical skills
- Result oriented planning & execution of work
- Unquestionable level of integrity

I am confident that enclosed CV, detailing my qualifications and experience matches with the requirement of your esteemed organization.

Thanking You

Yours Sincerely,

**SUBAIR K.K**

**SUBAIR K.K**(ACCA,MBA & B.com)

**Mobile: +973 33570821(BAH)**

**Whatsapp # +91-9961096565**

**E-mail:**[subuduos@gmail.com](mailto:subuduos@gmail.com)

**POST APPLIEDFOR: Asst. GENERAL MANAGER**



## CAREER OBJECTIVES

Seeking Managerial Job in an established organization where my theoretical knowledge can apply into practice and perform my leadership skills through innovative ideas and communication

## PROFESSIONAL SNAP SHOT

- ☞ **A Chartered Accountant with MBA and 10 years of** diverse experience in finance, accounts, internal audit, costing, budgeting, MIS, etc. in Hospital Sector, retail, manufacturing, real estate and construction industries.
- ☞ Hands-on manager with expertise in accounting systems development & financial reporting.
- ☞ Adept in handling all financial operations, internal audits functions and preparing reports thereon.
- ☞ Possess sound understanding of the following:
  - Financial Planning
  - Auditing and Taxation Compliance
  - Budget Development and Management
  - Treasury Management
  - Costing
  - Receivables and Payables
- ☞ Proficient in conceptualizing & implementing financial procedures, maintaining & finalization of accounts.
- ☞ An effective leader with excellent administrative, organizational, decision-making & analytical skills.

## PROFESSIONAL EXPERIENCE

### From JAN-2018 To Continue

Employer – **EMPA BUILDING MATERIALS W.L.L (Bahrain)**

Position – **Asst. GENERAL MANAGER**

Reporting To – **General Manager & Managing Director**

No of Reporters- 4

EMPA BUILDING MATERIALS W.L.L Wood and Other Building Materials solution for trade and industry. EMPA Began its business operation as a building materials distribution company

In KINGDOM OF BAHRAIN from October 2015. EMPA is focusing exclusively in high quality and cost effective product and services. EMPA is currently doing business with largest companies in Bahrain.

Responsibilities and functions:

- Cooperating with the General Manager, and assisting with him for trade plan to staff management.
- Nurturing positive working relationships with staff.
- Delegating daily tasks.
- Addressing any issues in a timely fashion.
- Supervising staff and controlling merchandise.
- Ensuring company policies and procedures are followed.
- Preparation and presentation of annual budget;
- Preparation and presentation of various reports for Board meetings;
- Periodic MIS reports to management;
- Business feasibility analysis;
- Monitoring legal cases;
- Review of inventory reports/ records and advising for corrective action;
- In charge of administering and controlling the bank accounts

**From 2016 TO 2018**

Employer -**Dr-AbeerCosm Plastic Centre Bahrain.**

Position – **Senior Finance Officer**

Reporting To –**CFO & Managing Director**

No of Reporters- 4

*Heading the Finance & Accounts division of Dr. Abeer Cosm Plastic Hospital. It is one of the leading Cosmetic and Dermatology Health Care Service provider in Bahrain.*

Responsibilities and functions:

- Finalization of books of accounts, preparation of monthly financial statements and presenting the same to Board;
- Preparation and presentation of annual budget;
- Preparation and presentation of various reports for Board meetings;
- Handling statutory (KPMG) and internal audits;
- Periodic MIS reports to management;
- Ensuring effective management of working capital;
- Managing accounts receivable, accounts payable, fixed assets, payroll and general ledger;
- Ensuring timely closing of books of accounts;
- Variance analysis;
- Business feasibility analysis;
- Monitoring legal cases;
- Review of inventory reports/ records and advising for corrective action;
- Monitoring periodic verification inventory;
- Ensuring existence of effective internal controls in all the areas of operations;
- Liaising with lawyers, auditors, banks, consultants, etc.;
- Post implementation review of ERP and consulting with ERP team for its rectification

Key achievements:

Preparation and presentation of business restructuring plan which is approved by board of director.

### **From 2014 To 2016**

Company – **SayedKadhem Al Durazi & Sons.Bsc© (Bahrain)**

Position - **Assistant Manager In Finance Department.**

Reporting To – **CFO & FC**

No of Reporters – **7**

The SayedKhadem Al Durazi and Sons Bsc © is the Leading Business Group in Bahrain. Which is one of the Leading Construction and Ready mix Product manufacturing company in Bahrain. It has sixteen operating divisions viz. construction, Automobile, IT, Ready-mix, Single point aluminum etc...

Being Head of Accounts and Finance, apart from managing accounts and finance function, I am a regular attendee in all senior level meetings of Management and Board meeting

#### **Responsibilities and functions:**

- Control and accounting of petty cash expenditure
- Posting of payments documents/invoices and verifications of approvals/compliance with company policy
- Timely settlement, control and accounting payable
- Preparation and presentation of annual budget;
- Preparation and presentation of various reports for Board meetings;
- Production of payroll in accordance with Company statutory requirements
- Periodic MIS reports to management;
- Managing accounts receivable, accounts payable, fixed assets, payroll and general ledger;
- Ensuring timely closing of books of accounts;

- Periodic review of costing and pricing;
- Variance analysis;
- Business feasibility analysis;
- Monitoring legal cases;
- Review of inventory reports/ records and advising for corrective action;
- Monitoring periodic verification inventory;
- Ensuring existence of effective internal controls in all the areas of operations;
- Liaising with lawyers, auditors, banks, consultants, etc.;
- Post implementation review of ERP and consulting with ERP team for its rectification

### **2009 to 2011**

**Employer – QRS Retail Ltd (India)**

**Position – Accountant**

**Reporting to – Head Of Accounts Department**

The QRS Retail Ltd Company is the one of the retail and whole sale chain of the South Indian region. Mainly supplying the Home appliance items in the market. They have five different branches in South india.

### Responsibilities and function:-

- In charge of administering and controlling the bank accounts
- Regularly review services provided by external tax and accounting advisors and make recommendations regarding future needs
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Secures financial information by completing data base backups.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Verify/prepare supplier/customer reconciliations.

### PROFESSIONAL QUALIFICATION

- **Association of Chartered Certified Accountants (ACCA)** from Global Body of Professional Accountant in UK (Pass out Year September 2014).

❖ Reg. No- 2687890

- **Master Of Business Administration (MBA)** in Finance and HR from Calicut University in India, (Pass out Year- June 2013).

❖ Reg. No – EJALMBA061

- **Bachelor of Commerce (B.com)** from Calicut University in India. (Pass out year-April-2011).

❖ Reg. No – SVAIBPO438

## TECHNICAL SKILLS

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- Focus 6.0 (ERP Software)
- Clinic Soft (Oracle Based Customized Software )
- Microsoft Office ( Excel, Word, Outlook, Power Point)
- Tally ERP 9 (Financial management Accounting software)
- Ximon (Customer Relationship Management)
- Diploma in Hardware and network maintenance
- Hardware Network administration(N+)
- Graphic Designing (Adobe Photoshop)
- Video Editing (Adobepremier)
- Upgrading, Maintenance and Networking
- Computer Hardware Repairing, Installing, Troubleshooting and Maintenance

## PROJECTS

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- A study on assessment of ATM on financial service delivery by Commercial bank reference to SIB.
- A comparative study of Islamic investments and conventional investments schemes with reference to AICL

## CORE COMPETENCIES

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|---|--|
| ▪ <b>Language: English, Hindi, Tamil, Malayalam</b> | ▪ Skilled in Microsoft Office packages |
| ▪ Proficient public relation skills                 | ▪ Premises Security                    |
| ▪ Complaints Management                             | ▪ Quality Assurance                    |
| ▪ Confidentiality Maintenance                       | ▪ Difficult People Handling            |
| ▪ Continued Professional Development                |  |
| ▪ Conflict Resolution                               |  |

## PERSONAL DETAILS

Full Name : SUABAIR KALLINGALAKATH KUNJUMON  
Date of Birth : 6 MAY 1990  
Sex : Male  
Status : Married  
Nationality : Indian  
GCC Driving License : 900532033  
Passport Number : J2500554  
Contact No : (+973) 33570821 - Bahrain  
(+91) 9961096565 - Whatsapp

## DECLARATION

I hereby declare that all the statements cited above are correct to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for cancellation of candidature.

**SUBAIR K.K**

## REFERENCE

❖ Reference on Demand