

**SELVAKUMAR S****Accountant / Admin**

Gulf Trophy Center  
Manama, Bahrain

**CONTACT DETAIL**

Mob: +973 – 34070690

Email:

[selvasanciacbe@gmail.com](mailto:selvasanciacbe@gmail.com)

**QUALIFICATION**

\* **Bachelor of Engineering  
in Computer Science and  
Engineering.**

[Anna University]

Srinivasan College of  
Engineering, Perambalur,  
Tamilnadu, India. [2011 - 2015:  
7.2%] [Full-time]

**EXPERIENCE [11 Years]**

India [4 Years]

Gulf [1.4 Years]

**COMPUTER PROFICIENCY**

All Windows Platform,  
Microsoft Office,  
Sage 50,  
I paymate ( Payroll)  
Tally ERP 9.

**INDUSTRY**

Management, Retail,  
Trademark

**FUNCTIONAL AREA**

Accounting, HR, Admin,  
Digital marketing.

**OBJECTIVE**

*To achieve management vision/goals in planned and stipulated time frame by capitalizing on my professional knowledge and expertise in best possible manner.*

**EXPERIENCE SUMMARY [ 5 YEARS].....**

COMPANY	DURATION	POSITION
Gulf Trophy center	May'19-till	Accountant
Lebon Incorps Pvt Ltd	Apr'17 –Apr'19	Accountant/ Payroll HR
Etique Management	May'15–Mar'17	Team Leader/ Admin

**PASSPORT DETAIL**

**[N6150549]**

[Valid up to 24-01-2026]

**KEY COMPETENCIES**

- Accounting
- Corporate Finance
- Reporting Skills
- Attention to details
- Deadline Oriented
- Reporting Research Results
- Confidentiality
- Time Management
- Data Entry Management
- General Math Skills

## **PROFESSIONAL CERTIFICATION**

### **Accountant**

**Gulf Trophy Center  
Bahrain**

[May'19 – present]

### **PROFESSIONAL CERTIFICATION:**

- Having Tally ERP 9 course completion.

### **RESPONSIBILITIES:**

- Provide financial information to management by researching and analyzing accounting data of shop drawings based on Construction drawings for Installation.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss account statement, and other reports.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Bank Reconciliation ( Reconcile the company book statement with bank statement )
- Reconcile all petty cash accounts,
- Manage monthly payables like LMRA, SIO, etc.,
- Manage Accounts payable and receivables,
- Manage employee salaries.

### **Accountant & Payroll HR**

**Lebonincorps private  
limited  
Coimbatore**

[April'17- April'19]

### **RESPONSIBILITIES:**

- Provide financial information to management by researching and analyzing accounting data of shop drawings based on Construction drawings for Installation.
- Manage Accounts payable and receivables,
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss account statement, and other reports.
- Bank Reconciliation, Petty cash Reconciliation,
- Effective book keeping, and file handling,
- Processes company's payroll every pay period
- Maintain payroll processing system and records, benefits, and taxes.
- Computes employee take-home pay based on time records, benefits
- Answers staff questions about wages, deductions, attendance and time records
- Receives and coordinates requests for leave and other absences
- Handle changes in exemptions, job status and job titles
- Completes payroll reports for record keeping purposes or managerial review.

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**Team leader &  
Admin**

ETIQUE  
Managements

**Trichy, India**

[MAY'15 – Mar' 17]

**RESPONSIBILITIES:**

- Responsible for guiding group of employees as they complete a target. Also developing and implementing a timeline will use to reach its end goal
  - Distribute reports to the appropriate personnel,
  - Develop a strategy the team will use to reach its goal
  - Provide effective training that team members need
  - Communicate clear instructions to team members,
  - Listen to team members feedback,
  - Monitor team members participation to ensure the training they are being provided is being put into use , and also to see if any additional training is needed
  - Manage the flow of day-to-day operations
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- Create reports to update the company on the team's progress,
  - Coordinating office activities and operations to secure efficiency and compliance to company policies.
  - Manage phone calls and correspondence ( E-mail, letters , packages etc.,)
  - Support budgeting and book keeping procedures
  - Create and update records and databases with personnel, financial and other data.
  - Submit timely reports and prepare presentations/ proposals as assigned.
  - Distribute reports to the appropriate personnel,
  - Develop a strategy the team will use to reach its goal

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**Personal Dossier**

**Date of Birth:** 20-May-1994

**Father's Name:** C. Sengamali

**Mother's Name:** S. Valarmathi

**Marital Status:** Single

**Language Known:** Tamil, English

**Nationality:** Indian

**Date:**

**Place:** Manama, Bahrain.

***SelvaKumar S***