



JAIDHAR MEDIDI

Date of Birth: 29-12-1996

Age: 23

Marital Status: Single

Nationality: Indian

 38712042

 Jaidharmedidi@gmail.com

GOAL

To understand the business environment and progressively learn, while simultaneously achieving the firm's objectives, displaying my technical abilities to solve various problems that arise and to enhance my technical skills in a fast-paced environment.

EXPERIENCES

SALESMAN

JUN 2018 – AUG 2018

Worked as a part time Salesman for Bless Perfect Retail Store

Responsibilities:

- ✓ Attend customers
- ✓ Maintain inventory
- ✓ Cashier Duties
- ✓ Physical counting of inventory for Inventory audit

JUNIOR ACCOUNTANT

OCT 2018 - Present

Working as a Junior Accountant in ZAD Accountancy & Consultancy

Responsibilities:

- ✓ Prepare ledger accounts in excel sheet and migrating the data to an accounting software i.e. Tally, Sage 50, Odoo, Zoho Books etc.
- ✓ Creating financial statements from scratch for small to medium sized companies to facilitate preparation of audit reports
- ✓ Preparing budget and year end reports
- ✓ Drafting business proposals
- ✓ Analyzing bank statements for direct payments by customers using third part apps ex: BenefitPay, and updating the receivables report for the respective customers.
- ✓ Bank Reconciliation
- ✓ To assist our clients in implementing correct accounting standards and to train the employees of our clients in using various accounting software's and modifying the system to include VAT Accounting. ex: Zoho Books, Tally, Odoo etc.
- ✓ Frequent correspondence with auditors to aid them in preparing audit reports for companies by providing them with supporting documents and explanation of the accounting practices adopted by the companies.
- ✓ Providing VAT consultancy and submitting Quarterly VAT Returns on behalf of our clients, the clients belong to various industries such as Transport, Retail, Logistics, Travel Agency etc..
- ✓ Constantly learning and being well versed in all the VAT laws & regulations passed by the NBR.

EDUCATION

UNIVERSITY

BSc. Accounting with Minor in Finance from The University Bahrain – 2018.

CGPA 3.35

SECONDARY EDUCATION

All India High School Certificate from The Indian School Bahrain - 2014.

Received a Gold Medal for getting the highest marks in Multimedia subject in the entire school.

PRIMARY EDUCATION

All India Secondary School Certificate from The Indian School Bahrain - 2012.

SKILLS

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- Highly proficient in Microsoft Office Suite – MS Word, MS Excel
 - Proficient in English, Hindi, Telugu
 - Basic Website Developer
 - Holder of Valid Bahraini Driving License
 - Vocal leadership skills
 - Team player
 - Ability to come up with creative solutions.
 - Ability to understand complex situations with ease.
 - Experienced in using most kinds of ERP and Accounting systems i.e., Tally ERP 9, Sage 50, Odoo, Zoho Books etc.

INTERESTS

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- Reading crime and mystery novels, and self-help books
 - Watching educational videos on YouTube
 - Playing football, badminton, cricket, basketball
 - Enjoy tasting new cuisines
 - Enjoy travelling