

JIFFY. V. CHERAYATH

MANAMA, BAHRAIN

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Career Objective

To pursue a challenging career in Finance and Administration, where I can apply my knowledge, acquire new skills and contribute constructively for the growth of the organization.

Professional Profile – Finance & Administrative Manager

Professional Experience – 14 Years

Over fourteen years of experience in accounting and administration in various establishments in Bahrain and India.

Currently associated with **an International Event Management & Interior Design Company since March 2011 - Till date**

- ☞ To help to devolve business and to meet organizational goals and targets.
- ☞ Responsible for complete financial & administration affairs of the firm.
- ☞ Actively involved in monitoring overall funds in flow and out flow of the company.
- ☞ Responsible for handling end to end project execution related to internal business operations.
- ☞ Preparation of budgets and identifying variances between estimates and budgets.
- ☞ MIS –Preparation of management reports regarding debtors, creditors, bank reconciliation, stock, credit sale analysis, etc.
- ☞ Preparation of final accounts and various reports.
- ☞ VAT preparation and submission on guidelines with NBR
- ☞ Provide users with basic technical support and online system training.
- ☞ Involve actively in Human resource activities of staff in the company.
- ☞ All activities related to employees Visa and other documentation.
- ☞ Preparing reports for various targets.
- ☞ Administering day to day operational activities and resolving related issues for a seamless project execution.
- ☞ International Logistics and transportation coordination between local agents and overseas suppliers.

Career Contour

Akbari Architects as Finance Manager in Bahrain (Dec'07- Feb '11)

Website: www.akbariarchitects.com

☛ **Key Deliverables:**

- ☛ Responsible for Management Information Reports (including Comprehensive Income Statement, Financial position & Cash flows Statement)
- ☛ Providing the accounting support for day to day business transactions
- ☛ Monitoring the payables and overseeing the receivables based on the ageing analysis
- ☛ Engaged in bringing the cost efficiency tasks into the Company whereby achieving sustainable cost savings
- ☛ Created Accounting policies and procedure manuals
- ☛ Pricing – Computation of costing and pricing of imported goods.
- ☛ Coordinate with import of furniture, and pricing of imports.

Al Sharif Group Accounts Supervisor in Bahrain (June'07- Dec '07)

Independently handling financial accounts and administration of two first class restaurants which include:

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IN INDIA (2006-2007)

Relationship Manager - ICICI BANK at Bangalore, India

- Increase share in the existing counters by focusing on Public Sector Banks, managing the network effectively to increase the sales and achieve the targets. Assist and report to financial manager to ensure complete trade satisfaction from the territory. To achieve the business parameters like volumes, marketing, sales, and providing customer support. Execution of events like local level sales promotion campaigns, product launches, etc. Train the team on pre sales and sales process, new product features/modification. Track competitor activities; capture feedback on performance of competitor products and implementation of specific schemes for customers. To plan for the customers tax savings, insurance and investments.

Management Trainee –Cochin Securities Pvt Ltd, Thrissur, March 2002

Prepared investment analysis for clients ,including several with more than USD \$100,000in total assets under management. Communicated with sell-side analysts and company management. Assessed economic trends. Selected and monitored investments in stocks, bonds, banks, and mutual funds.

Projects Work

Working Capital Assessment of industries adopted by Federal Bank (Head Office), Aluva, Kerala, India.

Academia

- ☞ **Masters In Business Administration (Finance/Marketing)** with First Class (67.0%) from Oxford College of Engineering, Bangalore, Karnataka, INDIA (Visvesvaraya Technological University).
- ☞ **CMA (Certified Management Accountant)** ongoing part 2 course completed from **BIBF**, Bahrain
- ☞ **Bachelor of Commerce** from Calicut University with First Class (72.0%) St. Thomas College Thrissur, Kerala

Accounting Softwares & IT Skills

- ☞ **‘O’** Level
- ☞ **Tally** and **Microsoft GP**(Accounting Packages)
- ☞ Good knowledge in **Microsoft Office** (Excel, Word & PowerPoint)

Linguistic Proficiency

- ☞ Proficient in English, Hindi, Malayalam, & Tamil.

Personal Dossier

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| Date of birth: | 20 MAR 1982 |
| Sex : | Male |
| Nationality: | Indian |
| Marital status: | Married |
| Visa Status: | Employment Visa |
| Driving License: | GCC & Indian Driving License |

Hereby I declare that all the above furnished details are true to the best of my knowledge.

Jiffy Varghese

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