

**KR. KANNAN**  
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## **PROFESSIONAL OBJECTIVE**

To Excel in a challenging field where only the fittest can survive

## **EDUCATIONAL QUALIFICATION**

- **Bachelor of Commerce** - Kamaraj University-Madurai, 1992-95
- **Master of Bank Management** from Alagappa University- 1995-97

## **PROFESSIONAL WORKING EXPERIENCE**

### **RESPONSIBILITIES AT SANY EXCAVATION & CONSTRUCTION COMPANY** As **Manager Accounts** from 1<sup>st</sup> Nov 2018 to till date.

- In charge for entire accounting from petty cash to balance sheet.
- Taking care of administrative works.
- Coordinating with vendors, external auditors
- Following up for payments vide email, phone calls, personal visits.
- Reconciliation of invoices and payments
- Discussion will be done with customers and payment reschedule will be done wherever required.
- Market enquiry about the customers
- In charge for VAT returns filing for three companies.
- Proficient in Tally Software / MS office (Excel, Word)
- Leading a team of 3 people.

### **RESPONSIBILITIES AT UNITED BANK LIMITED** – As **Operations Officer** from Feb.2014 to 31<sup>st</sup> Oct 2018.

#### **At Operations Office**

- Processing Loan Documents/Fixed Deposits/Inward Remittance/Salary
- Preparation of Delinquency statement for Loans / Credit card
- Timely submission of reports to the management/CBB
- Cheques clearing through BCTS(Inward)
- Maintaining security documents for Loans /Credit Card
- Co-ordination with external & internal auditors.
- Reconciliation of Central Bank, Nostro Accounts & aging analysis of pending entries, following up on pending entries till it gets resolved.
- Verification of Swift Messages

**At Branch Operations**

- Supervision of cash and cheque deposits/withdrawals & all day to day activities, including issuance of ATM and Cheque Book
- Supervision of Electronic Fund Transfer System (EFTS), foreign telegraphic transfer
- Cheques clearing through BCTS(Outward)

**Finance / Reconciliation Officer from 18<sup>th</sup> Nov. 2007 – Feb.2014**

- Preparation of Income & Expenditure & Balance Sheet on monthly basis.
- Reconciliation of Central Bank, Nostro Accounts & aging analysis of pending entries, following up on pending entries till it gets resolved.
- Preparation of Daily Report (Advances Deposits Ratio) which will be circulated to all Branch Managers & Management office.
- Taking care of entire payables, preparation & posting of all Vouchers related to payments and coordinating with the suppliers / service providers about the status of payment. Transfer of payments to other branches / service providers via swift messenger. Reconciliation of supplier statements with our expense booking
- Taking necessary action to control costs wherever possible comparing with budgets & market prices.
- Analyzing the variations in the expenses and income, and informing the concerned departments.
- Preparation & submission of Statistical Returns, Reserve Requirement report & Prudential Information Report to Central Bank of Bahrain.
- Assisting Finance Manager in preparation of Budget, Cash Flow Statement & necessary MIS reports to Head Office, Management office.
- Liaising with other departments & Auditors & replying their queries.
- Active member in expenses control committee.

**RESPONSIBILITIES AT A.A.BIN HINDI – As Senior Accountant from 23<sup>rd</sup> Dec. 06 – 17<sup>th</sup> Nov.2007 (Reported to Chief Accountant)**

- Responsible for managing the Light, Heavy Vehicle & Construction & Industrial Equipment Division cash flow.
- Monitoring of the Banking Credit facilities with the different banks.
- Liaising with the Bankers for Letter of Credit, Imports Loans etc.
- In-charge of payables and receivables
- Ensuring timely completion of Bank & Inter-company reconciliation statements & its follow up.
- Preparation of various schedules related to the Balance Sheet and Profit & Loss which are required for Statutory Audit.
- Timely completion of Statutory Audit
- Preparing / Checking the Loan Documents, TT
- Controlling the payments to creditors and collection from clients.
- Verifying Item wise costing and ensuring that the Stock Receipts Vouchers entered in the system
- Checking the following prepared by Accountants  
Expenses Vouchers/Supplier / Petty Cash Payments/ Receipts /Bank Deposits

**RESPONSIBILITIES AT EWAN AL-BAHRAIN FOR CONSTRUCTION & RENOVATION W.L.L – As Accountant from 20<sup>th</sup> July 04 – 30<sup>th</sup> November 06.**

- Preparation of BRS, Trial Balance, Profit & Loss Account, and Balance sheet.
- Co-ordination with External Auditors & suppliers
- Responsible for the entire Accounting functions like, Maintenance of Cash Book, Bank Book, Petty Cash both manually & with **Tally** software, later with **Peachtree** software.
- Preparation & Disbursement of Salary after considering overtime, leaves, allowances & other deductions.
- Project wise Cost Calculation.
- Arranging for Site Insurance, performance bonds etc.
- Management of store with the support of Store keeper.
- Debtors & Creditors Management, reconciliation with suppliers.
- Preparation of various reports as & when required by the management.
- Preparation & submission of Monthly Valuation report to the client.

**RESPONSIBILITIES AT PANORAMA CONTRACTING & ENGINEERING SERVICES W.L.L –As Document Controller from 26<sup>th</sup> Dec.03- 19<sup>th</sup> July 04.**

- Responsible for entire documentation in line with Company Quality Manual for the project “Engineering, Procurement, Installation and Commissioning” (EPIC).
- Preparation of Transmittals and submitting the documents to the client.
- Tracking and expediting all deliverables from client side.
- Submitting document status to the Project Manager and Project Engineering Manager whenever need arises.
- Monitoring flow of document to Worksite.
- Taking care of works like Fixing Appointment with the Clients, replying to the client’s queries as per the instruction from General Manager, Project Manager & Engineers.
- Getting Quotation from various Suppliers, analyzing the data like price, delivery period, previous experience with concerned suppliers and forwarding to the needed Department.
- Co-ordination of Sub-Contractors, Engineers & Quality Control Department.
- Timely provision of Weekly & Monthly Progress Report to the Client.
- Preparation of Minutes of Meeting

**RESPONSIBILITIES AT WEIZMANN FOREX LIMITED & CITYMEN FOREX & TRAVELS (P) LTD.**

As **Accounts Executive** from Feb.1998 – March 2001

As **Senior Executive Operations** from April-2001 – April 2003

As **Manager Accounts & Operations** from May 2003 – December 2003

- Responsible for the entire Accounting functions and Bookkeeping. Responsibility includes day to day Maintenance of Records like Cash Book, Bank Book apart from maintaining purchases and sales aspects & related documents.
- Responsible for Reconciliation of Branch and Head office Accounts

- Preparation of reports for Internal Audit requirements and coordinating with Internal Auditors
- Preparation of MIS Reports & Money Transfer accounts.
- Client Relationship.

### **RESPONSIBILITIES AT A.C.MUTHIAH VOCATIONAL TRAINING INSTITUTE**

As **Accountant** from August 1997 – February 1998

- Reported to Head Office on monthly basis
- Preparation of Bank reconciliation and supplier reconciliations.
- Preparation of Salary Statement and disbursal of Salary to Staff members
- Cash Management & maintenance of relationship with Bankers.

### **TRAINING EXPERIENCE**

Understanding Financial Statements- BIBF-Passed with Distinction

Financial Statement Analysis- BIBF-Passed with Merit

Pandyan Grama Bank & Union Bank of India, Karaikudi

Attended various trainings conducted towards **VAT** implementation in Bahrain.

### **AWARDS:**

Award from **Rotary Club of Salmaniya** in **recognition of excellent commitment & continued dedication at work place.**

### **PROJECT EXPERIENCE**

Undertaken a project work entitled "A study on the performance of the Karur Vysya Bank Ltd., in the Post Reform Period" as a part of the MBM Programme.

### **TECHNICAL QUALIFICATION**

Higher Diploma in Software Engineering (HDSE) a 2 year Course offered by Aptech.

### **PERSONAL DETAILS**

Name	: KANNAN.KR
Father's Name	: Mr.Karuppan Chetty. VE
Nationality & Religion	: Indian & Hindu
Date of Birth	: July 11 1975
Marital Status	: Married
Passport No.	: L492990 ( Valid Upto 3 <sup>rd</sup> June 2024)
Bahrain Driving License No.	: 750731184 (Valid Upto 11 <sup>th</sup> July 2021)
Languages Known	: Tamil, English

Looking forward to see you in Person.

Kannan.KR