**Jaya **

**Email**  **jaya.376454@2freemail.com**

Contact number **C/o 971504973598**

**Visa Status Tourist visa**

**Professional summary**

* Graduate in Commerce with total **15+** years of work experience as **Accountant** and **office administrator** in a Group of Customs clearing, forwarding firm and Construction company in Bahrain(possess **Bahrain Driving License**).

**Objectives**

* Looking for a position to work sincerely confidentially in the field of Accounts and Office administration

**Areas of experience**

* Finalization of accounts and reports for auditing
* HR (Payroll, Settlements, Selection process etc.)
* Purchase –until payment
* Customer Service ( all correspondence and service related with import & Export of goods)
* Assist to the Manager (office administration)
* Secretary works (quotations, letters and customer service)
* Computer accounts programmer in Foxpro (short period)
* Well practiced in Inventory controls and Tax system through Tally.
* skill to understand any accounting software myself

**Employment Details**

***Group of 2 registered companies in Bahrain -size 150., Goods clearing & Transport- Single owner& Construction Company- WLL***

**Key result area-(from Sept 1996 to Feb 2017)**

* In house Financial reports for Bank
* Monthly Reports for Management; Profit and loss account, Outstanding etc.
* Invoicing
* Purchasing-requisition until payment
* Accounts receivable & Accounts payable
* Reconciliation of bank accounts
* Cross checking of Expense and invoice
* Maintenance of Petty cash and Bank accounts
* Coordinate with bank for facilities like Overdraft, Loan , Tamkeen benefits etc.
* Audit requirements; Trail balance and other inputs for audit team until final reports.
* Employment offer letters, Agreement, Salary payment, Leave salary and settlements
* Document verification for Customs import and Export , Travel documents for transportation of goods, Customer service for customs clearing and export of goods; correspondence, quotation etc.
* Acting as integral part of management for decision making

**Qualification**

* Bachler of Commerce (Kerala University)
* Data Preparation and Computesr Software (NCVT, Govt. of India)
* Diploma in Export Management (Indian Institute of Mgmt.-correspondence)
* Accounting Software knowledge in Daceasy, Tally 9ERP and Customized Accounting.

**Personal**

* Driving License : GCC(Bahrain) valid until 01/06/2018 & India
* Marital Status : Married
* Birthday : 23-05-1971
* Nationality : Indian
* Gender : Male
* Languages Known : English, Hindi, Malayalam
* Visa Status : Dubai under tourist visa(from 29/12/17)

**Reference**

* Available on request 

*Prepared myself on dated 28/12/2017*