**CURRICULUM - VITAE**

**BLESVINA**

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**CAREER ASPIRATION**

To secure a responsible position in accounts, administration or operations where I will be able to contribute my skill, knowledge and expertise to a company that will give me an opportunity to develop my career.

**CORE COMPETENCIES**

* Proficiency in handling daily financial accounting and reporting.
* Overseeing timely preparation of statutory books of accounts (with a focus on accounting, receivables & payables), financial statements and annual financial reports, ensuring compliance with accounting standards.
* Building and maintaining healthy business relations with clients, ensuring high customer satisfaction metrics by achieving delivery & service quality norms.
* An effective communicator with excellent relationship building & interpersonal skills, strong analytical, problem solving and organizational abilities.
* Quick learner, keen to learn and improve skills, dedicated and truthful to the task being given.

**ORGANISATIONAL EXPERIENCE**

**Since Nov’12 with Moore Stephens, Bahrain as an Accountant & Legal Coordinator**

**Job Responsibilities as an Accountant:**

* Managing the Accounts Department covering financial accounting and reporting.
* Handling receivables and payables.
* Monitoring customer account details and identifying and investigating non-payments, delayed payments and other irregularities and also following up for payments.
* Maintaining financial security by following internal controls.
* Handling all other accounting duties including but not limited to handling of petty cash, receipts and disbursements, bank reconciliation etc.
* Processing payroll, which includes calculating vacation or leave accruals of employees in an accurate manner and also prepare employment contracts and certificates.
* Working closely with the partners for daily administrative works and in preparing reports for management analysis.
* Preparation of audit engagement proposals, client communications, ministry correspondence etc.

**Job Responsibilities as Legal Coordinator:**

* Guide clients in company formation, amendments and also submit applications online.
* Coordinating the legal requirements between clients and the ministry.
* Complying with the governments legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management and clients on needed actions.

**Achievement:**

* Promoted with additional responsibilities as Legal Coordinator.

**Sep’12- Oct’12 with Salaam Bahrain, Bahrain as Trainee**

**Job Responsibilities:**

* Planning and coordinating the event with the event management team.
* Submitting essential reports to the supervisor and the management team.

**EDUCATION**

* MBA (Finance) from Mangalore University in 2012.
* B. Com. from Mangalore University in 2010.
* Pre-University Course (12th/Plus 2) from Karnataka Pre -University Board in 2007.
* Secondary School Leaving Certificate (10th) from Karnataka State Board in 2005.

**Others:**

* Certification in Peachtree, Tally & MS-Office.

**IT SKILLS**

* Peachtree – Expert
* Tally ERP 9 - Intermediate
* MS-Excel, Word, PowerPoint - Intermediate

**ACADEMIC PROJECT**

Project Title : Financial Statement Analysis of Teacher’s Co-operative Bank

Company Name : Teacher’s Co-operative Bank

Location : Head office, Udupi, Karnataka, India

Period : 4 weeks

Project Description : Analysed the financial performance & growth of the bank and various financial products

 offered, and also the mobilization of the financial products in the bank.

**ACCOLADES**

* Won 1st place in the Statistical Survey Competition in 12th Grade, conducted by Mangalore University (2007).
* Passed the IBPS Probationary Officers / Management Trainee exam – 2011-12
* Participated in the National Level Management Fest.

**PERSONAL DETAILS**

Date of Birth : 19th Feb 1990

Sex : Female

Home Country Address : Kinnimulky, Udupi, Karnataka, India

Language Proficiency : English, Hindi, Konkani

Place of Birth : Bahrain

Nationality : Indian

Marital status : Single

Current Salary : BHD 450/- + Annual Bonus

Expected Salary : AED 7,000/-