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| **Kanva**  [**Kanva.110263@2freemail.com**](mailto:Kanva.110263@2freemail.com) | |  | | --- | |  | | |
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### Experience Summary

* More than 13 years of focused Account Industry experience with Retail, FMCG, Advertising, and Entertainment.
* Extensive experience on Finalization of balance sheet, Profit and Loss accounts, Accounts payable-receivable, general ledger, payroll, ePayment of Taxes, Taxation
* Exposure to treasury management, cash-flow, bank facilities
* Expert knowledge in accounts payable, general ledger, payroll
* Excellent communication and interpersonal skills with great team player abilities
* Excellent troubleshooting and problem solving skills

### Professional Experience

**Client: Moiz Trading Co. B.S.C. (C) May-2016 to Till Date**

**Role: Chief Accountant**

**Location:** Ma’ameer, Bahrain

**Description**: Moiz Trading Co. B.S.C. (C) is Distribution and Dealer of Building Material, Plumbing and Sanitary ware products. Company has successfully organized conferences for their products. Company took part in Gulf Bid Exhibition for their building material and plumbing product.

**Responsibilities:**

* Responsible for handling of Accounts & Finance, Purchase, HR & Admin for entire group.
* Responsible for preparation of balance sheet, profit and loss account, MIS Reports for entire group.
* Coordinating with banks for new facility open bank guarantees & LC,TR,CIL
* Responsible for payroll and salary for the staff.
* Statutory payments like GOSI & LMRA, and other Government Department.
* Actively engaged in the account payable and receivables to evaluate the terms for suppliers and customers.
* Daily accounting activity.
* Solve the daily issues for accounting and financing, looking after purchase & procurement department.
* Costing of the products.

**Client: Patel Construction Co. WLL (Patel Group of Companies) Sep-2015 to Apr-2016**

**Role: Chief Accountant**

**Location:** Manama, Bahrain

**Description**: Pate Construction Co. WLL is a grade “A” construction company, Patel Construction Company is a part of Patel Group, company has started their business in 1948 as food stuff importer mainly dealing in Dairy product (AMUL) and commodities. Company has successfully organized Bahrain Fashion Week. In 2007 company started their construction business, and successfully completed many project.

**Responsibilities:**

* Responsible for handling of Accounts & Finance, Purchase, HR & Admin for entire group.
* Responsible for preparation of balance sheet, profit and loss account, MIS Reports for entire group.
* Coordinating with banks for new facility open bank guarantees & LC,TR,CIL
* Responsible for payroll and salary for the staff.
* Statutory payments like GOSI & LMRA, and other Government Department.
* Actively engaged in the account payable and receivables to evaluate the terms for suppliers and customers.
* Responsible for preparation of Forecasts and Cash flows, banks position on daily basis for the proper utilization of funds.
* Daily accounting activity.
* Solve the daily issues for accounting and financing, looking after purchase & procurement department.

**Client: Honest Bahrain Kuwait General Trading SPC May 2014 to Aug-2015**

**Role: Sr. Accountant**

**Location:** Hamad Town, Bahrain

**Description**: Honest Bahrain Kuwait General Trading SPC known as a Honest Hypermarket is a hyper market which is based location in Kuwait, having business in Kuwait, UAE, Ghana, India and Bahrain. Honest hypermarket is involved in retail as well as wholesale market.

**Responsibilities:**

* Responsible for handling of Accounts & Finance
* Responsible for preparation of Accounts payable and receivable reports.
* Responsible for preparation of balance sheet, profit and loss account, MIS Reports.
* Coordinating with banks for bank guarantees & LC.
* Responsible for payroll and salary for the staff.
* Statutory payments like GOSI & LMRA, and other Government Department.
* Actively engaged in the account payable and receivables to evaluate the terms for suppliers and customers.
* Responsible for preparation of Forecasts and Cash flows, banks position on daily basis for the proper utilization of funds.
* Daily accounting activity.
* Solve the daily issues for accounting and financing, Cash department.

**Client: MHS Infratech Pvt. Ltd May 2013 to April 2014**

**Role: Asst. Manager Accounts & Finance**

**Location:** Ahmadabad, India

**Description**: MHS Infratech Private Limited is Government Approved Construction Company based in Ahmedabad having branch office at Silvassa, Dadra & Nagar Haveli. MHS is strongly involved in general civil contractors, having various sites in Gujarat.

**Responsibilities:**

* Responsible for handling of Accounts, Finance, Tenders, Taxation
* Responsible for preparation of Accounts payable and receivable reports.
* Responsible for preparation of balance sheet, profit and loss account, MIS Reports, ePayment of taxes like TDS, Service Tax, VAT etc.
* Coordinating with banks for bank guarantees, performance bond.
* Responsible for payroll and salary for the staff.
* Statutory payments like TDS, VAT, Service Tax, Professional Tax, Provident Fund on monthly and quarterly basis.
* Implemented online software, new procedure of cash to minimization of cash transactions.
* Actively engaged in the account payable and receivables to evaluate the terms for suppliers and customers.
* Responsible for preparation of Forecasts and Cash flows, banks position on daily basis for the proper utilization of funds.
* Responsible for tenders and tender analysis, Complete LC (Letter of Credit) procedures.
* Daily accounting activity and Solve the daily issues for accounting and financing.
* I have implemented Accounting software Quick-Books online in all expect of area, like Sales, Receivable, Bank-Cash Book, Payable-Purchase, Purchase Order, General Ledger, Balance-sheet, P & L.

**Client: Karia Consultancy Pvt. Ltd July 2012 – April 2013**

**Role: Office Manager**

**Location:** Ahmadabad, India

**Description**: Karia Consultancy is recruitment consultancy based in Manama, Bahrain & Ahmedabad, India.

**Responsibilities:**

* Responsible for handling of finance, accounts, admin and HR.
* Responsible for preparation of monthly/weekly/daily MIS.
* Responsible for preparation of balance sheet and statuary audit and other legal compliance.
* Coordinating with banks.
* Responsible for payroll and salary for the staff.
* Implemented HR policy and other operational policies like travel, other accounts policies.
* Responsible for all government compliance.
* Also helping team for recruitment process, like sourcing and taking interviews.
* Responsible for marketing activity like soft call converting to add on client list.
* **Achievement :** I have implemented Accounting software in all expect of area, like Sales, Receivable, Bank-Cash Book, Payable-Purchase, Purchase Order, General Ledger, Balance-sheet, P & L.

**Client: Jawad Business Group May 2011 – June 2012**

**Role: Divisional Accountant – Cash & Treasury Management**

**Location:** Manama,Bahrain

**Description**: Jawad Business Group is a leading business enterprise with the various branches in the Gulf and India. Jawad Business Group has business in restaurants, FMCG products, Travelling Agency, Fashion Apparels, Super Markets with the turnover of USD 500 million revenue.

**Responsibilities:**

* Responsible for handling all the deposits/payments and withdrawals/receipts with Banks, Customers and Suppliers.
* Responsible for preparation of monthly/weekly/daily funds position as required by the management for proper utilization of funds which includes all the outflows and inflows of cash. These reports are published on a daily basis to keep a close eye on the cash flows.
* Responsible for preparation of Credit Facility Documents to be provided to the bankers for availing new loans from banks and also for renewing existing facilities with the banks.
* Coordinating with approx.20 To 25 Banks daily to follow-up for the payments to our foreign suppliers and also for Collection Documents to release containers from the Docks, & to confirm the status of our Bank Balances – which help us to forecast the provision, etc.
* Responsible for assigning different Banks for monthly Salary of more than 5500 employees
* Arranging payments through different mode like Cash, Cheque, Telex Transfers, LTR and through Bank OD Facilities as per the availability.
* Actively engaged in the account receivables and credit evaluation of the customers. And also executing and arranging for the Bill Discounting Facility from the Bank as whenever required. Setting up of Letter of Credit, Stand by Letter of Credit, Bank Guarantee and Payment Guarantee with the Banks.
* Responsible for preparation of Forecasts and Cash flows, banks position on daily basis for the proper utilization of funds.

**Client: Metaphor WLL June 2010 – April 2011**

**Role: Financial Accounting Consultant**

**Location:** Manama, Bahrain

**Description**: Metaphor WLL is an advertising Agency. Metaphor is a complete marketing solution for, starting from the product launching to promote the product, event management, product branding.

**Responsibilities:**

* Responsible for accounting and finance, Administration and purchases
* Handling payroll for the employee
* Analysis of debtors and creditors
* Debtors and creditors reconciliations & Handling
* Making monthly Cash Flow
* Maintaining contract
* Making budgets for expenses
* Credit Control
* MIS Reports
* I have implemented new accounting system for all areas of company’s function.
* **Achievement**: I have implemented new system for simple and smooth business. I have started proper documentation for all area of work. I have also made new process for all area of operation like sales, purchase, receipt and payment.

**Client: VIVA Entertainment April 2007 – April 2010**

**April 2009 – April 2010**

**Role: Branch Financial Accounting Consultant**

**Location:** Manama, Bahrain

**Description** Viva Entertainment is leading entertainment company. Company release Music Cassettes, CDs, VCDs, DVDs Blu-Ray Disc in Middle East Market and is the well known company in entertainment in Middle East. Specially having a exclusive rights to sell and manufacturing of original CD, DVD, VCD, and Music Cassette for Universal Picture, Warner Brothers, Paramount, Disney.

**Responsibilities:**

* Responsible for accounting and finance, Administration and purchases
* Handling payroll for the employee
* Warehouse management and logistics related activities.
* Analysis of stock movement
* Proper analysis for creditors and debtors
* Making monthly cash flow & budget for expenses
* Maintaining contract
* **Achievement**: I had done stock taking of almost 200,000+ units for different type of SKUs, Implemented proper logistics policy for smooth operation of delivery of goods. I have started proper documentation for all area of work. I have also made new process for all area of operation like sales, purchase, receipt and payment.

**April 2007 – March 2009**

**Role: Executive - Financial Accounts**

**Location:** Dubai, UAE

**Responsibilities:**

* Responsible for all payable for company
* Making Cash Outflow
* Checking of proper documentation for payment.
* Analysis for Accounts payable
* Responsible General Ledger.
* Employee Ledgers and salary
* Prepare documents for payments
* Creditors Reconciliation.
* Maintaining contracts
* **Achievement**: I had assist in implementing new software especially in general ledger prospect. I made policy for accounts payable to ensure day to day payment without any delay. I have started proper documentation for all area of work. I have also made new process for accounts payable.

**Client: Pyramid Retail Ltd. June 2006 – March 2007**

**Role: Executive – Financial Accounts**

**Location:** Ahmedabad, India

**Description** Piramyd Retail Ltd. Is India’s Full length lifestyle Store.

**Responsibilities:**

* Generating daily entries like sales, purchase, receipts, payments
* Bank reconciliation
* Work in Oracle Finance Application

**Client: Riddhi Marketing Pvt. Ltd. June 2003 – May 2006**

**Role: Associate – Financial Accounts**

**Location:** Ahmedabad, India

**Description** Riddhi Marketing has special distributors for Shell Gas LPG for commercial usage of LPG Gas.

**Responsibilities:**

* Generating daily entry like sales, purchase, receipt, payment
* Reporting, creating a monthly off-take charts and sales summary
* Accounting activity like maintaining ledger,
* TDS & depreciation
* Inventory management and regular audits of the company

### Education

* **M.Com (Masters of Commerce with Cost Accountancy)**, Ahmedabad, INDIA, 2006
* **B.Com (Bachelor of Commerce with Advanced Accountancy and Auditing)**, Ahmedabad, INDIA, 2003
* **Post Graduate Diploma in Finance Management**, Bahrain, 2011.

### Computer Skills

* **Accounting Software – Tally & Tally ERP, Oracle Finance ERP , Focus ERP, Quick-Book Online**
* **MS Office, Internet, MS Outlook**

### Personal Detail

**Date of Birth : 13th June 1983**

**Marital Status : Single**

**Validity : 24/03/2024**

**Visa Status : Valid Employment Visa**