

**BHAJITH**

**Senior Accountant**

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**Career Objective:**

Quest to work in the professional and competitive atmosphere involving my enthusiasm aided with my efforts contributing to growth of the organization with honesty, commitment and dedication.

**Strength**

* A keen interest in the field of accounting to research, teaching and develop solutions, hardworking and calm natured.
* Adaptable to new environment and responsibilities, self-motivated and outgoing.
* Utilize knowledge to improve productivity with positive attitude and commitment.
* Effective communication, coordination and team spirit with proficiency of grasping new concepts quickly and utilize the same in a productive manner.

**Employment History;**

Working in a Bahrain based computer software developers & online social media advertising Co.

**Designation: - Senior Accountant- Work Duration: - Oct 2017 to Sept 2019**

Duties &Responsibilities:

* Managing general accounting, internal and external report generation, banking relations,

and financial data entry.

* Checking vouchers, monitoring invoices and payments.
* Maintaining daily financial position report about bank balances & cash flows.
* Preparation of financial statements on monthly, quarterly, annually basis.
* Preparing & submitting Bahrain VAT Return.
* Finalization of ledger accounts &preparing ledgers for external auditing.

**In Bahrain**

The Organization is part of a multimillion, multi diversified chain of hypermarkets and supermarkets all over the Middle East

**Designation: -Senior Accountant Duration 2008 –August 2017**

Duties & Responsibilities:

* Bank Reconciliation / Credit Card Reconciliation
* Cash management, Invoice checking and Posting
* Reconciling vendor account &preparing cheques to vendors
* Costing/pricing and forecasting for product lines
* Conducting monthly stock Taking & Preparing G/P Reports
* Finalization of ledger accounts &preparing ledgers for auditing

**Fibre Products company**

Kannur, Kerala,India-

One of the leading manufacturers of rubberized coir mattresses and other allied coir products in South India.

**Designation: - Accountant.Duration 2007 – 2008**

Duties &Responsibilities:

* Maintenance of ledgers & billing in tally.
* Reconciling cash, bank and other ledger accounts.
* Dealing with statutory returns(sale tax, service tax,etc)
* Stock evaluation &cheque preparation.
* Preparing Salary Sheet of Staff
* Formalities related with Insurance for employees
* Finalization of accounts and providing audit requirements.

**in Kannur India -Duration 2005-2006**

* As an accounts/audit assistant

**Educational Qualification:**

* **Master Degree in Commerce (M.Com),** University of Calicut, Kerala 2007
* **Bachelor degree in Commerce (B.com),** University of Calicut, Kerala 2003
* Pre Degree, University of Calicut, Kerala, 2000

**IT Skills (SOFTWEAR EXPOSURE)**

* SAP Accounting Management
* Tally
* MS Office (MS Word, Excel, Power point, etc).
* Photoshop

PERSONAL PROFILE

Date of Birth : 23.04.1983

Marital status : Married

LANGUAGE PROFICIENCY

* English, Hindi, and Malayalam