



ALEX CHRISTY

ACCOUNTANT

Contact Number- +91 99957 80249

Email ID - christyalex90@outlook.com

CAREER OBJECTIVE

My Career Objective is to join a Company that offers a professional growth while being resourceful & flexible, which can provide me the right opportunity to serve & at the same time enrich me with fresh and new experience which I keenly desire for.

CAREER HISTORY

Zayani Group - Bahrain (Accountant - 20 December 2016 to 30 June 2020)

The Company is engaged in computer programming and data processing, import, export and sale of computer software, wire and wireless telecommunications and marketing computer hardware and related items. Zayani Infosystems Middle East & Prosoft Consultants are the subsidiary companies. The principal activities of Zayani Infosystems Middle East are engaged in software, software system supplies, hardware accessories, computer support, power supply systems, separators, computer software design, development and maintenance, consultant for computer hardware and software. The activities of Prosoft Consultants are computer programming and data processing.

Duties and Responsibilities

- Preparing Cash flow statement.
- Prepare Budgeting & Forecasting reports (Co-ordinate with Finance Manager)
- Managed vendor accounts, generating weekly & monthly payments.
- Managed financial departments with responsibility for Payroll, Leave salary, Indemnity, Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit. (Co-ordinate with VAT Consultant)
- Coordinated monthly payroll functions for 68 employees.
- Liaised with bankers, insurers regarding financial transactions.
- Administered online banking functions.
- Monthly Bank Reconciliation for BHD, SAR & USD Accounts.
- Monitored and recorded company expenses.
- Accounting all the Invoices & Payment Vouchers, Invoice matching & Monthly Provision Entries.
- Balancing yearly inventories & assisting in audit (Co-ordinate with FM & Auditor)

Fucom Int'l Group - Kingdom of Bahrain (Accountant - 18 Jan 2015 to 10 Dec 2016)

Géant Hypermarket in Bahrain is a Fu-Com International venture in association with Groupe Casino of France, one of the largest hypermarket chain operators of the world. With Fu-Com International's strength in local retailing and knowledge of the region and Groupe Casino's expertise in Hypermarket operations, this tie-up has created the best local adaptation of International standards in retailing.

KNOWLEDGE OF

Accounting

Financial

Accounting

Taxation Law &

Accounts

E-Accounting

PERSONAL SKILLS

Good Team Worker

Quick & Self Learner

Self-Motivated

IT Literate

Problem Solver

Communicating

Friendly Mind

Sports (Cricket)

Duties and Responsibilities

- Preparing daily Bank Reconciliation.
- Accounting invoices.
- Record transactions in the books of accounts to ensure compliance to the manual of authority, internal policies and accounting standards.
- Preparing payments for suppliers on weekly & monthly basis.
- Prepare the month end reports for the management team to ensure key information are communicated on time and in a complete manner.
- Conducting Inventory in branch wise.
- Reconciles the supplier statement of accounts on a monthly basis.

PRS BUILDERS – Trivandrum, Kerala, India.

Worked with **PRS Builders**, Thiruvananthapuram as Accountant from 1st April 2011 to 15th January 2015, the work is commercial & residential building construction.

Duties and Responsibilities

- Maintain of all type of Accounting voucher entry
- Maintain Bank Reconciliations Posting & Balancing
- Maintain Payroll Entry.
- Maintain Daily Bank Receipts
- Annual Accounts Finalization Work (Co-ordinate with Senior Finance Manager)
- Preparing of Balance Sheet & Profit & Loss Account.
- Maintain of Cash Book, Ledgers, Journal Vouchers (In manually)
- Maintain Reconciliation of Accounts Receivables & Accounts Payables
- Calculation of monthly TDS
- Preparation of Quarterly TDS & Filing Return in Winman software
- Calculation of monthly Provident Fund & ESIC.
- Preparation of monthly Provident Fund & ESIC
- Bills Entering (Purchase, Sales, Professionals)
- Entry of Cash Receipts & Cash Payments

EDUCATIONAL QUALIFICATION

ANNAMALAI UNIVERSITY – INDIA

Master of Commerce in Finance & Accounts (Pursuing)

KERALA UNIVERSITY- INDIA

Bachelors of Commerce in Taxation law & Accounts (2008 - 2012)

BOARD OF HIGHER SECONDARY

Principal Subject – Commerce (2006 - 2008)

KERALA STATE BOARD

SSLC (2006)

REFERENCES

Arun Kumar
Finance Manager
Zayani Group
arun.kumar@zime.biz
+973 3414 9406

Robin Joy
Accounts Manager
Fucom Int'L W.L.L
Robin.joy@fucom.com

K.Natarajan
Sr.FinanceManager
PRS Group.
+919847126728

TECHNICAL AND COMPUTER PROFICIENCY

- Knowledge of Tally 9 & ERP Software
- Knowledge of MS Office, MS Excel, Internet, PowerPoint
- Knowledge of Peachtree & Quick Books
- Knowledge in Oracle Financial, Client Version 11.i
- Knowledge in Microsoft Navision
- Knowledge in Gold Software
- Knowledge in Easy Software

ACHEIVEMENTS & CERTIFICATION

- Certification in IAB [Diploma in India & Foreign Accounting
- Certification in Smart Accounting
 - Tally ERP 9
 - Peachtree, Dac Easy/Quick Books
 - E-Accounting]
 - Attend the VAT Implementation Workshop with National Bureau for Revenue (NBR) Team Bahrain.

PERSONAL DETAILS

Name	:	ALEX CHRISTY
Fathers name	:	Christy George
Date of Birth	:	01-09-1990
Religion and Caste	:	Christian, Latin Catholic
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Permanent Address	:	TC-12/1377(3), AK.Nivas, KSRA-130, RC Junction, Kunnukuzhy, Vanchiyoor P.O, Thiruvananthapuram Kerala. Pin: 695035
Present Address	:	TC-90/709, KVRA 69, Kochuveli, Veli Road, Thiruvananthapuram.
Contact Number	:	+91 99957 80249
Qualification	:	M.Com (Finance & Accounts, Pursuing)
Languages Known	:	English, Malayalam and Tamil.
Availability	:	This seems ok.

DECLARATION

I hereby declare that the above written details are true to the best of my knowledge and may be supported by relevant documents when needed.

ALEX CHRISTY

Thiruvananthapuram