



ASHLIN ALEXANDER

Email

ashlinalexander707@gmail.com
Mobile : 91-7034478676(India)

Address for communication

Alexander Villa
Bakers Compound
Thangassery Kollam-691007

Personal Data

Date of Birth: 03 Oct 1989
Sex: Male
Marital status: Married
Nationality: Indian

Passport Details

Passport Number :J7936012

RESUME

Accounting Professional with 8 years of experience.

➤ **OBJECTIVE**

- Be a creative and competitive management professional
- To pursue a dynamic and challenging career with an organization
- To rise to a fairly high level of responsibility in an organization that encourages talent and rewards, performance with timely consideration

➤ **INDUSTRIAL PROFILE**

- 3rd July 2019 – 31st Mar 2020 as a Senior Accounts Executive in Autram Infotech Pvt Ltd. (Trivandrum Technopark)
- 15th Feb 2017 – 14th April 2019 as a Senior Accountant in Kazerooni Contracting W.L.L, (Bahrain)
- 1st July 2014 – 14th Feb 2017 as an Accountant in Al A'ali Reinforcement (Ahmed Mansour Al A'ali Group). (Bahrain)
- 11th Nov 2012 – 30th June 2014 as a Junior Accountant in Excellence Industrial Maintenance Co. (Bahrain)
- 17th Nov 2011 – 10th Nov 2012 as an Accountant in Spectrum properties. (Bahrain)

➤ **IT CREDENTIALS:**

- Xero
- DEAR System
- Tally 9, Tally ERP
- E- Promis ERP
- Diamond ERP
- Microsoft Word, Microsoft Excel, Microsoft Power Point, Google Sheet

➤ **SCHOLASTICS**

- Master of Business Administration (Pursuing)
- Bachelor of Commerce
- Pre Degree Commerce - Higher secondary school, Kerala
- SSLC– Higher secondary school, Kerala

➤ **LANGUAGES KNOWN**

- English
- Hindi
- Malayalam
- Tamil

Company Profile:

Autram Infotech Pvt Ltd.

Autram Infotech Pvt Ltd, a Strategic Digital Agency specialize in all aspects of Web design and development, from e-commerce solutions and Web applications to robust online marketing (SEO/SEM) campaigns.

Job Profile:

- Daily Bank reconciliations
- Updating and monitoring cash position
- Preparing the monthly Management report
- Preparing & monitoring the invoices.
- Reconciling the intercompany balance
- Verifying and booking of supplier bills
- Calculating the various provision and monitoring
- Review and finalization of P&L and Balance sheet
- Handling external audit
- Preparing the Financial statement for auditing
- Vouching the Journal vouchers
- Analyzing the monitoring the receivables, payables and reporting to management
- Date entry and bookkeeping
- Preparing the various reports for GST submission

Company Profile:

Kazerooni Contracting W.L.L.

Kazerooni contracting W.L.L is one of the biggest construction company in Kingdom of Bahrain. It is renowned for numerous projects ranging from multi-story buildings, luxury villas, residential compounds, schools and hospitals. As a leading real estate developer in the Kingdom of Bahrain.

Job Profile:

- Preparing the monthly MIS report & Treasury report
- Bank reconciliations
- Preparing the yearly budget and Forecasting
- Review and finalization of P&L and Balance sheet
- Vouching the Journal vouchers
- Analyzing the monitoring the receivables, payables and reporting to management
- Reviewing the payroll
- Preparing the monthly Treasury report
- Handling the bank Guarantees
- Updating and monitoring cash position
- Preparing and Submitting the quarterly financial statements to bank's
- Coordinating with bank for the LC Opening, LC payment & LC refinancing
- Monitoring the project budget of Operational department
- Handling & monitoring the invoice financing

- Preparing the Air ticket, leave and indemnity provisions summary
- Analyzing and monitoring the Overdraft interest
- Preparing the monthly intercompany reconciliation
- Coordinate with QS for subcontractor certification & provision
- Calculating the provision for work in progress
- Preparing the turnover entries for projects account
- Preparation of projected year end reports.
- Handling internal and external audit
- Preparing the Financial statement for auditing
- Preparing employees final settlement calculation
- Preparing the various reports for VAT submission

Special Task & Achievements:

- Worked as a Finance team leader for ERP migration
- Analyzes the new ERP software's and report to management
- Handling Financial control duties and responsibilities while her absence
- Handling the VAT implementation Process

Company Profile:

Ahmed Mansoor Al A'ali Group – AMA GROUP

Ahmed Mansoor Al Aali (AMA Group) established in 1954 is one of the Bahrain's premier Business Group active in Contracting, Manufacturing, Real estate & Trading. Employing some of 4000 professionals, the AMA Group serves both Public & Private sector at the highest level and is widely recognized as the partner of Choice.

AMA Reinforcement

Al-A'Ali Reinforcement is a division of Ahmed Mansoor Al-A'Ali group of companies and is one of the leading and most successful Business groups operating in the Kingdom of Bahrain for over five decades. The factory area of 12000 square meters, producing over 9000 Tons of steel every month.

Job Profile:

- Handling full sets of accounts up to finalization
- Prepare monthly management reports
- Prepare monthly Treasury report
- Prepare monthly analysis report
- Reconciliation of intercompany balances
- Reviewing the payroll
- Preparing product costing & monitoring the cost of sale to management
- Preparing the Financial statements for auditing
- Preparing prepaid /accrual schedule & bank reconciliation
- Prepares & maintain fixed assets register
- Preparation of Annual Budget

- Financial support for all functional areas including operations, sales and marketing, and administration
- Coordinating with other Accountants in other divisions to ensure proper control & accounting of Intercompany transactions.
- Coordinating with the Operation & Sales Manager for the update of sales strategies, projections & collection.
- Preparing Payment vouchers, Receipts & journal entries

Special Task & Achievements:

- Coordinating with the Auditors during three audits (Two Internal Audits & One External Audit) conducted annually.
- Supervising the team during Inventory Evaluation.
- Handled revaluations asset & asset tagging

Company Profile:

EXCELLENCE INDUSTRIAL MAINTENANCE CO. S.P.C - BAHRAIN

Excellence Industrial Maintenance Co. S.P.C (EIM) is a specialized engineering company, established in 1994 by two enterprising young entrepreneurs and a team of management and engineering professionals, equally supported by a large pool of highly skilled manpower which enables EIM to provide quality engineering support services in Steel and Pipe Fabrication and Mechanical works to the ship repair yard and to all types of industry in the region.

Job Profile:

- Preparing journal vouchers, petty cash vouchers, receipts and payments.
- Bank reconciliations.
- Preparation payroll
- Verifying and booking of supplier bills
- Handling the petty cash.
- Preparation of various statements for auditing
- Preparing the monthly reports for management
- All employees related calculation like indemnity, leave pay and air passage
- All accruals & provisions
- Preparing monthly Invoices & Payment follow up.
- Preparation of monthly P&L and Balance sheet
- Preparing monthly customer invoices
- Act as a key coordinator for undergoing the logistics activities taking place in the company
- Monitoring Receivables and Payables account
- Compiling and preparing the documents to open LC / Import loan.

Company Profile:**Spectrum properties - BAHRAIN**

Spectrum Properties is a full service real estate company based in Kingdom of Bahrain. Focus on delivering a full range of advisory & consultancy service to the real estate sector for developers, property owners, individuals as well as corporate clients.

Job Profile:

- Preparing Monthly rental and service invoices.
- Preparation the lease agreement
- Preparing journal vouchers, petty cash vouchers, receipts and payments.
- Bank reconciliations.
- Handling petty cash.
- Preparation payroll
- Preparing All employees related calculation like indemnity, leave pay and air passage
- All accruals & provisions
- Preparation of monthly management reports
- Monitoring the Receivables account and expiry of lease agreement
- Coordinating with clients for payment flow up

KEY SKILLS AND EXPERIENCE I BRING TO YOUR COMPANY:

- Eight year's knowledge and experience in Accounting.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Resourceful in the completion of projects, effective at multi-tasking.

Declaration:

I here by declare that the above mentioned details are true to the best of my knowledge and belief.

Place: Kollam

Date:

ASHLIN ALEXANDER