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Koshy Koshy MadathilottuA long, thin rectangle to divide sections of the document

# SKILLS

Financial Accounting

Managerial Accounting

Financial Reporting

Office Administration

# EXPERIENCE

## The Royal Court, Bahrain *— Project Accountant*

Jan 2009 - Oct 2014

* Responsible for preparing various project reports of cost, budget, variance and cash flow.
* Scrutinizing and processing contractor's payment request as well as purchase requests of His Majesty's Projects
* Preparing the Bank Reconciliation for His Majesty's Accounts.
* Assisted in the preparation of Final Accounts, Financial Statements.
* Assigned responsibility of preparing procedure manual and process map for the account section

## CRA International (UK) Ltd, Bahrain *— Accounting Associate*

Dec 2006 - Jan 2009

* Responsible for doing bank reconciliations, balance sheet reconciliations, weekly cash flow projections.
* Preparing the Bahrain Office Performance Metrics Report
* Billing Consultants Time and expense.
* Managing the office Petty Cash.

## Norwich International Consultants, Bahrain *— Accountant*

Oct 2004 - Dec 2006

* Financial Accounting, Financial Reporting
* Maintaining personal files of employees.
* Scrutinizing all of the agreements and contracts of the company.
* Handling large volumes of cash pertaining to the
* proceeds of sale of property

(14 years previous experience mostly in audit firms is not mentioned as it is not relevant)

EDUCATION

## Mahatma Gandhi University, Kerala*— B.Com.*

March 1987 - March 1990, KERALA

# CERTIFICATION

Certified Management Accountant - 2012 - Institute of Management Accountants, USA.