**PRABAHAR SANTHARAM**

**Email:** [**vaishpra@gmail.com**](mailto:vaishpra@gmail.com)**, Mob.no (Bahrain): 00973-34005299**

**Permanent Address:**

**Manaparai, Tiruchy, Tamilnadu-621306, India.**

**ACCOUNTANCY/SALES ADMINISTRATION**

**A challenging position that will enable me to contribute to the organization goals, availing an opportunity for growth and advancement.**

**8+2 years experience as Accountant & Sales admin in India and Bahrain.**

**SKILLS**

* **Dealing with bank for all type of transactions.**
* **Trial balance (Ledgers Balances).**
* **Monthly income statement, Balance sheet, Cash flow.**
* **Keeping accounts of customers (Creditors) and suppliers (Debtors).**
* **Preparing salary of all employees of the company (payroll).**
* **Management information system (MIS).**
* **Computers: Ms Office (Excel, Word, PowerPoint), Ms Outlook-Email.**
* **Inventory control with branches account.**
* **Excellent verbal communication skills and ability to sell the products and services.**
* **Good customer service skills and ability to accept the criticism and work well under the pressure.**

**EDUCATION**

* **Bachelor of Science Mathematics (B.Sc.) November 2007, from Bharathidasan University, India.**
* **Higher secondary (Maths and Computer Science) April 2004, from Thiagesar Alai Higher Secondary School, India.**
* **At present I am working in Al Shaheb Electrical Co.W.L.L. East Riffa, Bahrain from 2012 January.**
* **Worked in JVS Export and Import Pvt.Ltd, Karur, India from 2009 March to 2011 December.**
* **Current Salary: BHD.375/per month + BHD.40 (Accommodation) + BHD.50 (Transportation).**

**DUTIES & RESPONSIBILITIES**

* **Receive, register, verify and process all invoices and ensure transactions are correctly recorded.**
* **Maintain and reconcile general ledger accounts.**
* **On time billing invoices distribution & follow-ups for payments. Collection of payments/cheques from clients.**
* **Process monthly payroll and maintain approved payroll records.**
* **Review/preparation of daily journal vouchers for all expenses with all supporting documents.**
* **Keeping up to date record of all accounting transaction.**
* **To monitor/petty cash of the precast div.**
* **Establish, maintain and coordinate the implementation of accounting and accounting control procedures.**
* **Keep updated the financial records of the precast div.**
* **Submit the Management information report at the end of month.**
* **Financial reporting & audit preparation and co-operate the audit process.**
* **Handling customers complaints with cool minded.**
* **Preparing computerized invoices, vouchers for expenses analysis.**
* **Provide customers outstanding statement on every month beginning for payment collection.**

**COMMUNICATION SKILL**

* **Know to read, write and speak in English and Tamil.**
* **Know to speak Arabic, Hindi, Telugu and Malayalam.**
* **Learning Deutsch language (GERMAN) in beginner level A1.**

**PERSONAL DETAILS**

**Date of Birth : 14-04-1987 & 32.**

**& Age**

**Marital Status : Not Married.**

**Nationality : Indian.**

**Passport No : P1973906.**

**Interests in playing cricket or football and listening Music.**