



ANNAPOORNA. B

Accountant

Personal Details



Nationality Indian
Gender FeMale,
Date of Birth 04th JAN 1989
Address Kingdom of Bahrain
Passport No M 9745657
Status Married

Contact



GSM +973 34550920
Email anuashetty@gmail.com
WhatsApp No: +91 9611814098

ERP

TALLY : Professional
Diamond Software: Professional

Skills

- Time management
- Communication skills
- Attention to detail
- Critical thinking

Languages Known



English
Hindi
Kannada

Objective

Experienced Accountant with a demonstrated history of proficiently overseeing daily financial operations Streamlined month-end closing procedures to boost efficiency. Brings 8 years of comprehensive accounts expertise in Bahrain and India, lauded for commitment and diligence by past employers Dedicated to improving accuracy and efficacy to elevate organizational financial health.

Education

Master of Commerce | MCom. KSOU Mysore

2010-2012 BENGALURU, INDIA

Post Graduation Diploma in Business Management | PGDBM

St. Aloysius College

2009-2010 MANGALORE, INDIA

Bachelor of Arts | Economics Mangalore University

2006-2009 KUNDAPURA, INDIA

Diploma in Computer Applications | DCA Manipal Institute of Computer Education

Employment History

- ACCOUNTANT

SEABREEZE FOOD TRADING WLL

01/2023 PRESENT -SITRA, BAHRAIN

- ACCOUNTANT

LANTERNS LOUNGE HOSPITALITY MANAGEMENT W.L.L

12/2017-12/2018 ADLIYA, BAHRAIN

- ACCOUNTANT

ALMOAYYED TRADING & CONSTRUCTION SERVICES

10/2015-11/2017 BAHRAIN

Professional Experience

- Managed accounts payable and receivable processes.
- Posted and reconciled all accounting entries
- Oversaw petty cash transactions.
- Handled bank accounts and performed bank reconciliations.
- Prepared monthly payroll functions for employees.
- Compiled monthly financial statements, including P&L and balance sheet.
- Liaised with auditors for annual audit processes.
- Managed LMRA Visa Renewal & Payments, Gosi, and CR renewals.
- Generated sales invoices and maintained inventory records.
- Monitored daily cash flow.
- Handled ministry-related tasks and customs clearance.
- Filed VAT returns and prepared necessary documents for audits.
- Managed fixed assets.
- Coordinated international purchase & prepare LPO, Quotations
- Handled overall accounts, HR, and administration tasks.
- Collaborated with sales and delivery teams.
- Managed vehicle maintenance, insurance renewals.
- Ensured financial information security through daily database backups.
- Prepared daily and monthly sales reports.

ANNAPOORNA. B