

BATHISHA BAVA

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AREAS OF EXPERTISE

Accounts Payable & Receivable, Accounting Processes, Reconciliation, Financial Statements and Analysis, Reports, Customer & Vendor data Management, Tally, SAP, Odoo, JDE Oracle, QuickBooks, MS Office.

PERSONAL SUMMARY

An ambitious and motivated Master Graduate in Finance, with 7 years of work experience in the field of accounting. Possess impeccable judgment and an innate ability to solve financial and accounting problems. Expertise to work within demanding accounting cycles and to month-end closing deadlines.

CAREER OBJECTIVE

Seeking a challenging career with a reputed organization in the field of Finance & Accounts where I can cultivate and nurture my skill to the fullest with an opportunity to display my talent and become an asset to the organization.

CAREER HISTORY

➤ **LSS Technologies W.L.L**

Designation: **Accountant**

Duration: **March 2022- Present**

Key Responsibilities:

- GL & Revenue Reconciliation.
- Intercompany reconciliation
- Monitoring Accounts payable and Reconciliation.
- Monitoring Accounts Receivable and Ageing report.
- VAT return and documentation of four CR companies.
- Produce routine daily reports and documents using financial reporting systems.
- Auditing: Statutory Audits, handling and facilitating during the auditors' visits.
- Bank Reconciliations and month end closing.
- Payroll settlements and employee management.

➤ **Western International Group**

Designation: **Accountant**

Duration: **April 2021- March 2022**

Key Responsibilities:

- Supervise and monitor AP invoice booking and AP reconciliation.
- Monitor and record financial transactions according to company policies and regulations.
- AR invoice verification and posting
- File monthly return on time
- Manage the ERP maintenance process and performance.
- Monthly & yearly financial reports and yearly budget preparation
- Internal process control & developments
- Respond to accounting inquiries from management in a timely fashion.
- Provide guidance to other Accountants as & when needed.
- Assist / coordinate the auditing activities by providing necessary information and preparing requested documentations.
- Take up any additional responsibilities or job assigned by the management in future

➤ **Exl Service Pvt Ltd, Cochin, India**

Designation: Senior Finance and Accounts Associate

Duration: March, 2019 – April, 2021

▪ **Cash application**

- Handling AR Payment processing and clearing
- Bank account reconciliation and GL clearing
- Customer account reconciliation
- Handling of Non-AR Incomes (Royalty, scrap)
- Handling daily receipts report, production report, aging report
- Handling disputes and queries.

▪ **Customer Master Data Administrator**

- Accountability for managing the administration of all customer related data.
- Processing all Customer Master Data inputs and changes.
- Handling all customer data (Parent, Ship to, Bill to etc.) requests and queries received.
- Ensuring that service quality levels fully meet expectations.
- Identifying and communicating gaps, queries, and errors.

- Worked for Free on Board (FOB) tracking and analysis.

➤ **Periyar Agro Foods Industries Pvt Ltd, Cochin, India**

Designation: Accountant

Duration: Jan, 2017 – Nov, 2018

Key Responsibilities:

- Preparation of daily sales reports and Passing Journal entries in the system.
- Handling petty cash, Bank Reconciliation.
- Timely submission of all expense reports and financial statements.
- Supervising Transportations and collections from debtors.
- Maintaining all the receipts, payment and outstanding due to/from the dealers.
- Review invoices, bills, bank deposits/payments etc.
- Review accounts payable and accounts receivable

➤ **Exl Service Pvt Ltd, Cochin, India**

Designation: Finance and Accounts Associate

Duration: Sep, 2015 - Dec, 2016

Key Responsibilities:

- Specialized in Invoice Processing (PO/Non-PO) and review the accuracy.
- Managing of invoices queries & resolving the same.
- Manage all invoice exceptions with the business users.
- Process invoice in a timely manner to ensure proper payment.
- Keeping track of every transaction and logging details into a system.
- Handling Support Mailbox and provide the information as per the queries from coordinator.
- Providing training for the new joiners and act as the backup of leader whenever required.

ACHIEVEMENTS AND SKILLS:

- SAP, Oracle JDE, Tally ERP9, Odoo, QuickBooks and Peach tree.
- Successfully handle two remote transitions for Customer Master and FOB. Create documentation and stabilized the process within the stipulated time.

- Received team Extra miler award.
- Team player, hardworking, Confident and optimistic by nature, possess positive attitude.

EDUCATIONAL QUALIFICATIONS:

- PGDM (Finance) from AIMA and MIB from Bangalore University, (2013- 2015).
- B. Com from M.G University, (2010-2013).
- HSE- Commerce at GHSS Kadayiruppu, (2008-2010).
- SSLC- at GHSS Kadayiruppu (2008).

PERSONAL INFORMATION:

Date of Birth : 07-05-1993
Gender : Male
Nationality : Indian
Languages : English, Malayalam, Tamil, Hindi and Arabic
Passport No : L1379904

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place:

Date:

Bathisha Bava