

Work Location: Manama Bahrain

Mob: +973 37353386

Email: joysond34@gmail.com



OBJECTIVE

Detail-oriented and results-driven accountant and clerk with one month of experience in the Gulf Cooperation Council (GCC) region. Seeking to apply my knowledge of accounting principles, administrative skills, and understanding of regional financial practices to contribute to the success of a dynamic organization in the GCC.

CORE COMPETENCY

- Microsoft office suit
- Basic knowledge of computer
- Banking software

GCC EXPERIENCE

Accountant

Saturn general trade — Manama, Bahrain

December/2024- till date

Responsibilities:

- Managed and executed projects in GCC countries, ensuring compliance with regional regulations and cultural norms.
- Developed strong business relationships with clients, stakeholders, and government entities across the GCC region.
- Demonstrated deep understanding of the GCC market dynamics, trends, and customer preferences.

WORK EXPERIENCE

June 2019 – November 2024

- **Manager, (in charge), Udupi Catholic Credit Co-Operative Bank**
Designations | Manager - August 2024 to November 2024.
Senior Accountant - April 2023 to July 2024.
Junior Accountant - June 2019 to March 2023

Responsibilities:

- Recording and filling the cash transaction.
- Updating and maintaining procedural documents.
- Ensuring payments, Amount are correct Authorising and evaluating overdrafts and loans.
- Maintaining good relationship with customers.
- Managing clients bank accounts.
- Filling paperwork Sourcing new customers to increase deposits as well as loans

EDUCATION

Qualification	Year of Passing	College/University
B. Com	2019	Upendra pai memorial college (Mangalore University)
PUC	2016	Mahatma Gandhi memorial college (Karnataka Board)
SSLC	2014	St. Mary's Higher Primary School (Karnataka Secondary Education Examination Board)

INTERESTS

- Sports, Music, Photography, Gardening, Social activities, Youth Campaign

PERSONAL PARTICULARS

- Date of Birth : 4th January 1999.
- Languages : English, Hindi, Kannada, Konkani, Tulu.
- Permanent Address : "Ave Maria", H-No 27-2a, Kalmady, Bankerkatta,
Malpe Post, Udupi District, Karnataka state, India- 576108
- Contact Details : +91 70192 24873

PASSPORT DETAILS

- Passport No : S 1624201
- Valid from : 11/4/2018
- Valid to : 10/4/2028
- Place of Issue : Bangalore