

Meenu Omanakuttan

ACCOUNTS ASSISTANT



✉ meenu.omanakuttan.1998@gmail.com

☎ +973 36961984

📍 Hidd Bahrain

📅 11/10/1998

🇮🇳 India

🧩 EXPERTISE

Accounting and finance

Accounts Payable and Receivable

Financial Reporting, Bank
Reconciliations

Communication and interpersonal skills

Data Entry

Team work and active learning

Supply Chain Management

Warehouse Operations

💻 COMPUTER SKILLS

Tally Prime

Quick Books

MS Office Suite

🌐 LANGUAGES

English, Malayalam, Hindi, Tamil

🎓 EDUCATION

**Master Of Commerce- Finance and
Taxation**

MG University, Kottayam

2019 – 2021 | Kottayam, India

**Bachelor of Commerce-Finance and
Taxation**

MG University Kottayam

2016 – 2019 | Kottayam, India

👤 PROFILE

Focused and organized Accounts Assistant with over 3 years of experience in managing financial transactions. Skilled in preparing precise financial statements and ensuring compliance with tax regulations. Proficient in QuickBooks and Excel, with a comprehensive understanding of GAAP and a proven history of maintaining accurate records.

💼 PROFESSIONAL EXPERIENCE

Beurex Trading Company WLL

Accounts Assistant

01/2025 – Present | Bahrain

- Assist in closing monthly accounts, including journal entries and reconciliations.
- Manage customer invoices, credit notes, and payments.
- Process and reconcile supplier invoices, credit notes, and payments.
- Prepare and review financial statements, such as balance sheets, income statements, and cash flow statements.
- Reconcile fuel and toll expenses for company vehicles.
- Assist in managing customs and duty-related tasks, including paperwork and payments.
- Perform data entry tasks, including updating financial records and databases.
- Communicate with customers and suppliers regarding financial matters, including payments and invoices.

Sanmac Global services

Accounts Executive

09/2022 – 10/2024 | Kottayam, India

- Supported the accounting team with daily tasks, including data entry and financial report generation.
- Assisted in the preparation of monthly financial statements, ensuring accuracy and timeliness.
- Performed bank reconciliations and identified discrepancies, contributing to financial accuracy.
- Managed accounts payable and receivable, ensuring timely and accurate processing of transactions.
- Creating and sending out invoices, as well as following up to ensure that the bills are paid after they have been sent out.
- Co-ordinated between local customers & forwarders for the prompt delivery of goods to customers.

Best Foods

Accounts Assistant

2021 – 2022 | Kottayam, India

- Assuring that payments, sums, and records are accurate.
- Using notebooks, ledgers, and spreadsheets for sales and purchases.
- Keeping in touch with customers, suppliers, and third-party service providers. Managing petty cash transactions.
- Bank reconciliation, Controlling credit and chasing debt.