

Lokesh Salian



Accountant and Administration Officer

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🏠 Room No 4, Rosi Bai Chawl, Jawahar Nagar, Golibar Road, Khar East, 400055 Mumbai

Education

Mar 2005 - Mar 2008

■ **Certified with Bachelor of Commerce in Financial Accounting**
University of Mumbai, Mumbai, India

Employment

Nov 2009 - Sep 2010

■ **Executive Assistant**
CS Diesel Engineering Pvt Ltd, Mumbai, India

1. To check all the important email and to forward the priority email to director.
2. To take dictations from director and then to draft letter on company letterhead.
3. To attend phone calls from the client or other representative.
4. To make a travel arrangement for director.
5. To make a proper record of file or file managing.
6. Noting the meeting schedule on the calender.

Oct 2010 - Nov 2018

■ **Account Executive**
Alfa Kpo Pvt Ltd, Mumbai, India

1. To assist overseas client on bookkeeping accounting tasks on QuickBooks or Xero
2. First daily need to check the email from client or call through skype as when required.
3. On QuickBooks need to update the checking, saving, Amex credit card account daily.
4. To enter and to record the supplier invoice and to make payment.
5. To enter customer invoice and to receive payment looking into the online banking site.
6. To record Account receivable and Account payable.
7. To enter daily transactions on the accounting system.
8. To carry out Bank Reconciliation on every month.
9. To pull out the report of Profit & Loss and Balance sheet.

Nov 2018 - Jul 2020

■ **Account Assistant**
Alkomed Engineering Service, Manama, Kingdom of Bahrain

1. First of all I need to deposit the Customer Cheque to the banks by filling the deposit slip and handling over to the Department Messenger.
2. Requesting Supplier to send the Statement of Account with the Outstanding due Amount and to request for pending Supplier Invoice.
3. After the Invoice being received from the Supplier need to coordinate with the Purchasing Department for the Local Purchase Order (LPO) as well as the Store Department for Delivery Note copies of the material and Good Receipt Notes (GRN) copies.
4. Need to check and go through the Delivery Notes and the Tax Invoice copies to ensure that the Material, Quantity and the Amount with their Tax Amount are proper.
5. Base on Supplier Invoice need to enter it into the ERP System with their proper Account Category and then submit for the verification to the Senior

Accountant.

6. After getting approval from the Head of Finance Department need to proceed with the payment to the Supplier by creating the Payment Voucher into the system and to attaching to supporting document like Delivery Notes, GRN copies and Tax Invoice with it.
7. Preparing Petty Cash Voucher for Purchase of Material in Advances.
8. Also for Customer or Clients need to prepare Customer Invoice by coordinating with the QS Department on Estimation about the Project, Work Order and the Costing to that Project.
9. After the Cost is finalized for the Project to that Customer Invoice we create the Customer Invoice that needs to approved by Head of Finance Department then submit it to the Customer or Client through Messenger.
10. Some time needs to handle Cashier by paying the Staff Wages or there Leave Clearance
11. Also need to look after Payroll related work like calculating the worker hours work on each day on site on base of Monthly Timecard the Staff Wages are generated for that particular month.

Aug 2020 - Jul 2021

Account Assistant

Down Town Construction, Manama, Kingdom of Bahrain

1. To deposit the Customer Cheques into the Bank Account and to encash the Cash Cheques for Petty Cash.
2. To prepare Suppliers Payorder against Local Purchase Order of Low Quoted Supplier and to check the Pricing, Materials, Vat Amount and the Payment Terms.
3. Supplier Payorder needs to check and signed by Financial Controller and finally it's approved by Account Manager for preparing Post Dated Cheques to that Supplier Payorder.
4. After issuing the cheques to the Supplier. Materials will be delivered at site with Delivery Notes and Tax Invoices.
5. Site Engineer or Purchase Department sent all the documents like Supplier Payorder, Quotation, Local Purchase Order, Delivery Notes, Tax Invoices and Cheques Copies.
6. Need to prepare purchase enteries and payment into the ERP System.
7. Also need to prepare payorder for Utilities, LMRA payment, Immigration Expense and Employee Leave or Final Settlements.
8. To keep track sheet in excel of all the Post Dated Cheques weekly for Fund availability.
9. To keep proper filing of records into the system as well as filing.

Aug 2021 - Present

Accountant and Administration Officer

Alhoty Analytical Services, Manama, Kingdom of Bahrain

1. To check about enquiry for services from client and their requirement through email or on calls
2. After receiving all the information of enquiry placed by client then need to draft quotation with type of job or services to perform with detailed information about services including with their total value include tax and terms & condition.
3. Once quotation is finalized and approved by Operation Manager need to forward it to client.
4. Weekly followup with client about quotation which was sent to them and to check if they have any queries or response on it.
5. Once the quotation got approved need to coordinate with Sr. Engineer and Supervisor about the job or service to be performed so that they can fix the date and plan of action for the services.
6. Once the job is completed then need to followup with Technician on job card or job timesheet for which he carried the job on field or site so to

■ prepare the final or service report which will be checked and approved by Sr. Engineer.

7. After the job service reports are ready then needs to prepare job completion certificate which has value for the services, date of services on it which will be submit it to the QC Team for their approval.
8. Once QC Team approved the final job completion certificate then need to inform client to issue Local Purchase Order if required or with Cash/Cheque Payment Mode so to deliver the reports to client.
9. Client will reveiw and approve the Job Completion Certificate and the Delivery Note with their signed on it.
10. All the signed and approved document by client need to enter in system and forward it to the Account Department for Tax Invoicing.
11. Collection of cheques from client and to submitting to Account Department.
12. Need to followup with client for pending approval of Job Completion Certificate, for an issuance of purchase order, about overdue payment or service related such queries.
13. All services reports related information need to be scanned and recorded into cloud database system.
14. Monthly Sales reports need to be generated and submit it to Operational Manager.
15. To prepare pending reports overdue invoices and to submit it to operational manager.
16. To prepare petty cash reports by collecting the Approved bills which spend by technician during site work for every month.
17. To carry out admin related work like to arranging material or equipment requested by technican to carry out the job at site.
18. To arrange and maintain file of every technican personal information like their CV, CPR, Passport and their qualification & Experience Certificate.
19. To keep proper records on filing as well as at cloud database system.
20. Coordinating the office related work with Finance, HR and other Department.

Skills

Problem-solving, Ability to work in a team, Strong work ethic, Analytical and Quantitative Skills etc.

Languages

English, Hindi, Marathi, Kannada etc.

Hobbies

- Reading Newspaper and to do Business Research