



# 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](mailto: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.