



MOHITH BHANDARY



+91 9148730708



Bhandarymohith79@gmail.com



Mangalore, India

Skill Highlights

- Tally Prime Gold
- MS Excel, MS Office & MS Word
- Work Planning and Prioritization
- Deadline Adherence
- Expense Reporting
- Team Collaboration
- Accounts Payable and Receivable
- Mail Handling
- Dedicated and Hardworking

Language Known

- English
- Hindi
- Kannada
- Tulu
- Tamil

Hobbies

- Playing Cricket
- Workout

Education

2018 - Bachelor of Commerce, Shri Dhavala College, Moodbidri – **63.40%**

2015 - Pre-University College, Jain Junior College, Moodbidri – **81%**

2013 - Secondary School Leaving Certificate, Jain High School, Moodbidri – **55%**

Summary

Dedicated and detailed oriented accountant with experience in managing accounts payable & receivable, Proven ability to work independently and as part of team. Seeking a position where I can utilize my skills and knowledge to contribute to the success of a company.

Work History

April 2022 – March 2025.

Ali Al Matrook Co. W.L.L – Accountant and administrator, Juffair, Bahrain

- Managing accounts payable & accounts receivable
- Review, verify invoices and process the payments
- Monitored daily bank balance through internet banking and preparing daily bank statements
- Preparation of bank Reconciliation daily & monthly
- Managing credit cards transaction recording & Payments
- Preparation of Rental and Ewa invoices
- Monthly closing, Monthly reporting such as Income and expenditure statement
- Weekly reporting such as Bank position and ageing of receivables
- Follow-up with suppliers for invoices & quotations
- Preparing of Local purchase order
- Preparing of Lease agreement for tenants
- Recording petty cash expenses & reimbursement.
- Monitoring monthly payroll processing
- Managing daily cash transactions
- Bank deposit Handling
- Answering telephone calls and emails
- Receiving complaints and scheduling the work
- Dealing with agents for marketing available properties for rent
- Rent and other payments follow up with tenants
- Filing and organizing each voucher

March 2020 to May 2021.

Kosamattam Finance Co. Ltd – Customer Service Executive, Kaikamba Branch Mangalore, India

- Processing loan documents & payments
- Preparation of payment voucher
- Preparation of receipt voucher
- Managed daily cash transactions
- Preparation of bank reconciliation daily and monthly
- Preparation of interest collection & financial reports
- Follow up with customer for due payments
- Arranged meeting with clients
- Marketing new loan products with clients
- Verification of Customer documents
- Recording petty cash expenses
- Answering telephone calls and emails

Permanent Address:

House No: 2/168 A
Marpady village, Alangar
Pin code: 574227,
Moodbidri taluk and city,
Dakshina kannada district
Karnataka state,
India

Personal Information

Fathers Name : Shekar Bhandary
Date of Birth : 08-05-1998
Sex : Male
Marital Status : Single
Passport Number: S4305652

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.
Date:
Place: MOHITH BHANDARY