

SHREEDHAR KAMBLE

Accounts cum Admin Assistant



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Kuwait, Sulaibiya, Block 5

Professional summary

I am an Accounts/Admin Assistant with over 14+ years in different positions experience. I am passionate about facilitating the smooth-running of businesses by performing administration tasks efficiently and effectively.

Experience

Accounts cum Admin Assistant

February 2020 - Now

Kuwait Public Transport Company, Kuwait, Kuwait City

As an Accounts cum Admin Assistant at Kuwait Public Transport Company, I was responsible for managing both financial and administrative tasks in a fast-paced environment. My role involved handling accounts payable and receivable, preparing financial reports, and assisting with daily office operations.

- Managed accounts payable and receivable
- Prepared financial reports
- Assisted with daily office operations
- Maintained accurate records of financial transactions
- Coordinated with other departments for budget planning
- Handled payroll processing and employee benefits
- Streamlined administrative processes for increased efficiency.
- Processed invoices, payments & petty cash making.
- Assisting with collections, invoices, audits, and journal entries.
- Collaborated with team members on projects.
- Maintained accurate records.
- Creating and editing financial documents
- Supported month-end close process

Officer-Rural Branch Operations/Cashier

March 2017 - April 2018

Fincare Small Finance Bank, India, Chikodi

Skills

Microsoft Office

Expert

Communication

Expert

Problem Solving

Expert

Invoicing and Billing

Expert

Attention to Detail

Expert

Time Management

Expert

Data Entry

Expert

Document Preparation

Expert

Quick Learner

Expert

Teamwork/Player

Expert

Cash Flow Management

Expert

Financial Reporting

Expert

Bookkeeping

Expert

Links

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Data Entry Clerk

March 2013 - January 2017

Airtel, India, Chikodi

Admin Assistant

January 2011 - February 2013

Jain Irrigation Systems Ltd, India, Chikodi

Workshop Manager

February 2010 - January 2011

Maharshi Motors Pvt Ltd, India, Chikodi

Education

2006 - 2009

Bachelor of Arts (BA) of Karnatak University, India, Chikodi

Courses

2009

Diploma In Information Technology

Manipal Institute of Computer Education

Civil Id Details

Civil Id No: 287081012708

Article: #18 Transferable visa

Expiry Date: 19/10/2027

Passport Details

- **Passport number: X5360214**
- **Date of issue: 05/04/2023**
- **Date of expiry: 04/04/2033**
- **Place of issue: KUWAIT**

Awards



Employee of the month at KPTC MOI Project

Languages

- English
- Arabic
- Hindi

Personal info

- Date of birth: 10 August 1987
- Place of birth: Chikodi,Karnataka,India
- Nationality: Indian