

## **JAGDEEP KUMAR**

*Salmabad, Bahrain*

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**OBJECTIVE: -** To work in competitive business environment and build relationship so that closure of success is possible.

### **QUALIFICATION:-**

- **BACHELOR OF COMMERCE** (2000-2003) from N.J.S.A-Government College, Kapurthala, Punjab, INDIA.
- **MBA(2003-2005) with First Division** from St. Soldier Institute of Management under Punjab Technical University, Punjab, India.

### **COMPUTER QUALIFICATION: -**

One-year computer fundamentals course (theory and practical) in 2<sup>nd</sup> year of Bachelors. Fully conversant with MS- Office, Word, Excel, PowerPoint, E-mail and Data Management. (Advanced Training on Excel and VBA in 2021)

### **WORK EXPERIENCE: -**

#### **Accountant**

CAPE EAST INTERNATIONAL W.L.L.

19/12/2016- till date

**Salmabad, Bahrain**

- Cash management and computerized accounting on (Tally 9.)
- Manage all financial transactions, including accounts payable, receivable, and general ledger entries.
- Prepare financial statements and reports by collecting, analyzing, and summarizing account information.
- Ensure compliance with accounting principles, guidelines, and regulations.
- Monitor and reconcile bank statements and resolve any discrepancies.
- File VAT and Assist in the preparation of budgets and forecasts.
- Develop and maintain financial databases, systems, and records.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Provide support during audits and financial reviews.
- Collaborate with cross-functional teams to improve financial processes and systems.
- Order Processing and Management, Inventory Management, Logistics Coordination, Supplier Relationship Management, Continuous Improvement, Risk Management
- Documentation and Compliance

#### **Accountant**

ELITE RENT A CAR

02/08/ 2016 – 16/10/2016

**Manama, Bahrain**

- Maintaining Sales in Excel
- Cash Management

**Retail Trade Salesman**  
MOBINA BUILDING MATERIAL

**06/09/2013 to 08/06/2016**  
**Manama, Bahrain**

- Maintaining Cash Counter, Computerized accounting on (Tally 9.)
- Reconciliation Creditors & Debtors, Bank Accounts.
- Maintaining Sales and purchase Books.
- Store Keeping, Sales and billing to customer.

**Accounts Executive**  
SANJEEV ASSOCIATES (Accounts and Tax Consultant)

**01/07/2010 to 30/06/2012**  
**Jalandhar (India)**

- Maintain ledgers, sales and purchase books
- Knowledge about GAAP and IFRS.
- Maintenance of accounts up to Auditing.

**EXECUTIVE TRAINER**  
BAJAJ ALLIANZ GENERAL INS CO LTD

**21/07/2008 to 21/10/2009**  
**Jalandhar(India)**

- Managing all facets of Training & Development. (Punjab, Himachal Pradesh & Haryana).
- To develop sales force through regular training programs.
- To make regular communication bridge for contests among the sales force.
- To maintain all records of training for audit purpose.
- To demonstrate the skills through field calls for the sales force.
- Conducting different levels of trainings at different locations.
- Instrumental in introducing activity driven workshops for agents for promoting specific line of business like health insurance.

**RELATIONSHIP OFFICER**  
*CENTURION BANK OF PUNJAB*

**05/10/2005 to 28/02/2008**  
**Jalandhar (India)**

- Promote and service the existing clients of bank.
- Looking after all the products of bank.
- Enhanced the concept of 'Customer Relationship Management'.

### **INTERPERSONAL SKILLS: -**

- Computer Skills and capable to learn new software
- Detail Oriented, Excellent customer service
- Accurate estimates and time lines for completion of job
- Quick response to customer concerns.

### **PERSONAL DETAILS: -**

Have Visit Visa Also for - Saudi Arabia  
Date of birth - 15<sup>th</sup> Jan. 1983  
Driving License - Bahrain  
Nationality - Indian  
Gender - Male  
Languages Known - English, Hindi, Punjabi (Write, Speak & Listening).