

# Manisha Reyona Castelino

## Accountant

Dubai

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+971 50 573 9017

Intended to build a career in leading corporate environment to help my growth in business firm and to realize and fulfill my potential in the field of business management.

## Work Experience

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### Accounts Assistant

RIDERZ YAMAHA - Udipi, Karnataka

June 2019 to December 2019

Job Profile:

- Creating and updating expense reports.
- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.

### ACADEMIC PROJECT

"An exploratory study of Durotop construction private limited

February 2019 to March 2019

Title of study: "An exploratory study of Durotop construction private limited with special reference to financial performance appraisal".

Technique used: Techniques like ratio analysis, comparative statement, working capital, trend analysis and common size statements are used for the study and analysis of the data.

### One month internship

Durotop Construction Chemicals Private Limited - Udipi, Karnataka

January 2019 to February 2019

### One month internship

Belle Vyavsaya Cooperative Society - Udipi, Karnataka

June 2018 to July 2018

## Education

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### MBA in Finance

Institute of Management, Udupi (Mangalore University) - Udupi, Karnataka  
2017 to 2019

**BACHELOR OF COMMERCE in COMMERCE**

Mangalore University - Mangalore, Karnataka  
2014 to 2017

## Skills

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ACCOUNTING, EXCEL, MS EXCEL, MS OFFICE, MS WORD, LEADERSHIP QUALITY, GOOD COMMUNICATION

## Certifications and Licenses

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**DIPLOMA IN ACCOUNTING**

July 2019 to August 2019

**E-OFFICE**

June 2017 to July 2017

## Additional Information

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Computer Skills

- E-Office: Ms Office, MS Word, MS Excel, MS Power Point
- Tally
- Diploma in Accounting: GST Tally, Advance Excel, Busy, Peach Tree.