

# Anitha Menezes

## **Administrator and Accountant**

Dubai

[anitha4248\\_cfc@indeedemail.com](mailto:anitha4248_cfc@indeedemail.com)

971524642936

Administrator and Accountant with 3 years and 6 months experience. Familiar with administrator and accounting field.

Willing to relocate to: Sharjha - Abu Dhabi - Ajman

## Work Experience

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### **Administrator and Accountant**

Community Outreach Programme - Mumbai, Maharashtra

March 2016 to September 2019

#### Administrator Responsibilities:

- Handling administrative and clerical tasks (such as scanning or printing)
- Answering phone calls and taking messages
- Covering the reception desk when required
- Greeting and receive visitors
- Receiving, sorting and distributing the post
- Maintain up-to-date employee attendance and holiday records
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents
- Maintain office supplies for department
- Assisting in various daily operations

#### Accountant Responsibilities:

- Maintaining records of accounts as archives, good skills of computer software and manual filing systems.
- Monitoring reports with accuracy and detail and submitting the timely monthly, quarterly and year end close reports in duly manner as per the deadlines.
- Prepare profit and loss statements, analyze revenue and resolve accounting discrepancies.
- Preparing budget according to the program and staff numbers, taking care of funds to pay bills and salaries of employees, vendors, solutions to business and financial problems,
- Process all financial transactions in an accurate and timely manner
- Ensure that the accounting system is kept up to date
- Coordinate with the internal and external auditors during audits and prepare financial audit preparation.
- Bank Reconcile accounts payable and receivable
- Ensure timely bank payments
- Assist senior accountants in the preparation of monthly/yearly closings
- Maintain accounting documents and records, ensuring all files are up to date.
- Prepare cheque, bank deposit and withdrawals.
- Handling petty cash

## Education

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### **MBA in Finance Management**

Welingkar Institute of Management Development and Research - Mumbai, Maharashtra  
2018

### **M. Com in Finance and Taxation**

S. N. D. T. Women's University - Mumbai, Maharashtra  
2015

### **B. Com in Banking and Finance**

S. N. D. T. Women's University - Mumbai, Maharashtra  
2013

### **Travel and Tourism Management**

S. N. D. T. Women's University - Mumbai, Maharashtra  
2013

### **Advanced Diploma in Computer Application in Computer Application**

Karnataka Computer Academy - Mangalore, Karnataka  
2010

Pre University Education  
2009

### **Secondary Education Examination Board**

St. Paul's High School - Mangalore, Karnataka  
2007

Durga Parameshwari PU College

## Skills

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35 WPM, BOOK KEEPING, TIME MANAGEMENT, PROBLEM SOLVING, EXCEL, Past Learner, TALLY ERPS 9 (3 years)

## Additional Information

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### SKILLS

- Reporting and documentation
- Fluent in English and Hindi
- Type 35 WPM
- Self - Motivated
- Time Management
- Problem Solving
- Book Keeping
- Fast Learner

- Project Management
- Tall ERPS 9
- Microsoft Office (Word, Excel, Power point, Email)
- Multi Task Oriented