

# Nelson D'Silva

united Arab emirates

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## Work Experience

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### **General Accountant**

INTERMETAL LLC

September 2016 to Present

September 2016 to present)

Intermetal Ltd., was founded in Sharjah, UAE in 1992 to cater to the needs of the Hospitality, Educational and Industrial markets.

The company is committed to manufacturing and supplying unique, cost effective and quality contract Furniture, Kitchens, Cabinetry, Doors and Wardrobes and the onsite Coil Coating Lines meet the demands for pre-painted Aluminium, Galvanized and Aluzinc Coils. Intermetal's manufacturing plant covers an area of over 400,000 square feet and is fully equipped with CNC Bending and Routing Machines, Robotized Welding, Powder Coating and Chrome Plating Lines,

General Accountant

Roles and Responsibility:

- Maintain accounting ledgers by verifying and posting account transactions.
  - Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data.
  - Performed bank reconciliations for the Accounts Payable account and updated the general ledger system as needed for outstanding checks.
  - Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
  - Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.
  - Processing of Import - Duty Exemption and co-ordinate with clearing agency.
  - Preparation of Export Documents and Prepare Certificate of Origin from Embassy.
  - Making outbound collection calls in a professional manner while keeping and improving customer relations.
  - Collect customer payment in accordance with payment due dates.
  - Identify issues attributing to account delinquency and discuss them with Team Leader/Management.
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- Email correspondence to customers to encourage payment of delinquent accounts.
  - Assist in month-end closings and the annual financial audits.
  - Preparation of monthly and annual financial statements on an individual and group level including profit and loss, balance

sheet and cash flow statements. Maintains of complete accounting record i.e. books of original entries, general entries, general ledgers, and trial balance. Handling of accounts receivable, accounts payables, Bank r reconciliation, inventory and payroll functions

- Inter-company reconciliation, month-end closing, financial and management reports.

## **Finance & Operations Executive**

AL DEHIN HEAVY EQUIPMENT LLC

April 2015 to August 2016

April 24th 2015- August 2016)

Established in 2002, in the Emirates of Sharjah, U.A.E. We 'Al Dehin Heavy Equipment Maint LLC' have enjoyed persistent growth in providing to wide range of high quality products and services catering to our customers' specific needs and requirements.. Our Services covers Small, Medium & Large Size Diesel Engine Cooling Parts, and Mechanical Handling of Compressor Power Packs, Generator Set & General Heavy Equipment application

Finance & Operations Executive

Roles and Responsibility:

- Prepare reports on Financial Status of the company
- Prepare reports on Expenses, Purchases and Sales
- Accounts Receivable and Accounts Payables
- Payroll
- Day to day operations like reports of jobs, Send Quotations
- Purchases, Prepare purchases requisition and LPO's
- Check Logistics
- Admin related work - Accommodation, Vehicles and Workshop related maintenance
- Co-ordinate and Analyze sales team report
- Handle Front Office Sales

Procurement and Construction (EPC)

November 2009 to July 2013

**QATAR KENTZ (November 2009 - July 2013)**

Kentz is a global engineering specialist solutions provider, with 14,500 employees operating in 30 countries worldwide. It provides

Engineering, Procurement and Construction (EPC) services, Construction, and Technical Support Services (TSS) to clients in the energy

and resources sectors for over 90 years. Kentz is listed on the London Stock Exchange (symbol: KENZ) and is a member of the FTSE 250.

## **Project Accountant Cum Accounts Executive**

Procurement and Construction (EPC)

November 2009 to July 2013

Roles and Responsibility:

- Staff Payroll.
- Processing of Vendor Payments.
- Calculation of provisions for various projects.

- Cost Allocation and Cost Control reports.
- Bank Reconciliation.
- Calculation of With-Holding Tax.
- Co-ordinate with Auditors with Internal and External Audit.
- Booking of Purchase Invoices & Sales Invoices in Tally
- Allocation of cost pertaining to various Projects
- Handling Petty Cash - Cashier
- Vouch Claims and Petty Expenses of various Projects
- Admin jobs such as document collection and filing.

#### TECHNICAL PROFFICIENCY

- Proficient in Tally ERP9
- Proficient in Acc PACT
- Proficient in BAAN Software (Oracle)
- Proficient in Infor Software (Oracle)
- Proficient in MS office package
- Cost Control System and Internal Cost Account Management

#### PERSONAL DOSSIER

Date of Birth: August 19, 1988

#### **Finance Controller**

EAST WEST CAPITAL PARTNERS INDIA PVT LTD - Bengaluru, Karnataka  
October 2001 to March 2013

31st 2015)

East West Capital Partners distributes products comprising of bestselling companies like Britannia, Reckitt Benckiser and Glaxo Smith Kline to the south zone of Bangalore, India.

#### Finance Controller

##### Roles and Responsibility:

- Prepare reports on Purchases and Sales
- Collection from Salesman and Delivery Boys
- Payroll
- Day to day operations.
- Petty Expenses
- Monthly tax filing
- Admin related duties

#### Education

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#### **Bachelors of Commerce in Commerce**

St. Aloysius College

Higher Secondary Schooling

## Skills

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tally erp 9, quick books, Microsoft excel,