



Maria Mocina Telespore



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Dubai, UAE



PERSONAL INFO.

Birthdate: 25.08.1987

Nationality: Indian

Civil Status: Single

Gender: Female

Passport No.: S8535086

Validity Date: 30.01.2029

Visa Status: Employment Visa

Education: B-Com



SKILLS

- Great teamwork skills and attention to detail.
- Positive outlook and outgoing personality.
- Able to take responsibility.
- Self-motivated.
- Strong analytical skills.
- Detail-oriented.
- Excellent time management skills.
- Excellent verbal and written communication skills.
- Ability to understand client needs and handle the negotiation process.
- Computer skills, especially MS Office.
- Basic math abilities and an understanding of basic financial concepts.
- Professional appearance and courteous manner.



OBJECTIVE

To be part of progressive organization which I can contribute my knowledge and skills as well gain experience for the advancement of any career and development of my potential, abilities work effectively with people acquire fulfillment in the position I have choose.



WORK EXPERIENCE

Account General

UCF Forward Mark-DDA | Dubai-UAE

6 Months

Account General

Eurotech Gas Services LLC | Dubai-UAE

2 Years & 2 Months

Job Description:

- Recorded and maintained all accounts receivable with accounting software.
- Posted and submitted the electronic invoices through the for major clients.
- Compiled and processed the payment of all accounts payable.
- Compiled, processed and recorded all payroll and related tax returns.
- Compiled payroll hours, proofed payroll runs completed.
- Prepared, recorded and proofed all general ledger entries.
- Processed all banking deposits, completed bank account fund transfers to maintain sufficient account balances and to retain maximum funds in the interesting bearing.
- Provided, proofed, completed and processed the necessary forms and documents for all the new employee enrollments, provided and processed additional forms for the existing employees.
- Manage cash transactions with clients.



WORK EXPERIENCE

Admin Coordinator

BMC Matriculation HR. Sec. School | India

2 Years

Admin Coordinator

Kidzee Pre-School | India

2 Years

Job Description:

- Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
- Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.
- Answering questions and finding information for employees, vendors, clients, and lenders.
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
- Ensuring that the office is well-maintained, organized, and secure.
- Developing and implementing new policies and processes.

Accounts Executive

All Care Logistics (P) LTD | India

2 Years

Job Description:

- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reporting discrepancies.
- Preparing payments for employees.
- Suggesting improvements in accuracy, efficiency, and reducing costs.

Finance Coordinator

SDR & Co. | India

2 Years

Job Description:

- Responsible for overseeing, coordinating and administering the financial records, systems and processes of the Society, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance and all related financial and office administration. Preparing payments for employees.

Accounts, Finance Assistant

The Tuticorn Spinning Mills | India

2 Years

Job Description:

- Helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances.
- They are responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.



LANGUAGES

English
Hindi
Tamil



DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Maria Mocina Telespore