



Wilson Santhosh Menezes

Accounts and Audit Assistant

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Career Objective

Seeking new challenges, looking to join a progressive organization that has need and offer opportunities for advancement. Seeking a position where I can serve with my utmost capabilities and where I can give full play to my creativity to excel within and to grow with the institute.

Skills

- Knowledge of accounting standards
- Data entry management
- Tally ERP 9
- VAT and GST knowledge
- Microsoft Office Excel, Word and Powerpoint
- Preparation of Financial Statement
- Data analysis
- Financial reporting
- Attention to detail
- Compiling and presenting reports
- Effective communication
- Finalisation of accounts
- Comprehensive problem solving abilities

Personal Details

Date of Birth : 16/05/1994

Nationality : Indian

Languages : English, Hindi,
Kannada

Visa Status : Visit Visa

Address : Dubailand

Work Experience

May 2014 - Nov 2018

H Shridhar & Associates, Tax Consultant

Accountant and Audit assistant

Mangalore - India

Dec 2018 - Nov 2019

Kuwait Global Steel Services

Accountant and Data entry operator

Amghara - Kuwait

Feb 2020 - Sep 2021

Prajwal Enterprises

Accountant

Moodbidri - India

- Maintain complete records, including ledgers, journals, invoices, receipts and information related to supplies and inventory on the ERP system.
- Prepare periodic financial reports such as balance sheets and profit and loss statements.
- Accounting and filing of VAT, VAT refund and Goods and Service Tax
- Review and process online banking payments.
- Managing colleagues, workloads and deadlines.
- Developed and Implemented daily production, sales, and distribution plans for entire division.
- Maintained production schedules and managed inventory of raw materials and finished goods.
- Assisted with purchasing and oversight of office equipment and supplies.
- Writing up daily and monthly reports for the senior managers of any issues of concern.
- Maintaining complete attendance record of the employees including leave records. Preparing salary based on these records at the end of each month for HR manager approvals.
- Effect and ensure accurate implementation of accounting system.
- Proven to handle sensitive and confidential information with discretion.

Education

- Bachelor of Commerce - University of Mangalore with grade 'A' First Class.
- Diploma in Computer Application - Kinnigoli Institute of Computer and Fashion Technology with First Class.
- ISO 9001:2015 QMS Awareness and Internal Auditor Training - By Bureau Veritas