



PREEMA SHALET ALMEIDA
Accountant

CONTACT

Mobile No: 056 7086243

Place: **Al Karama, UAE**

Email preemashaletalmeida@gmail.com

ACADEMIC CREDITIALS

- Completed MBA with Specialization in Finance & HR from St. Joseph Engineering Mangalore in 2019.
- Completed B. Com from Dr. B.B Hegde First Grade College in Kundapur 2017.

KEY SKILLS

- Customer Service
- Payroll Administration
- Team work
- Training & Development
- Compensation & Benefits

TECHNICAL SKILLS

- Tally ERP
- Outlook
- MS. Excel

LANGUAGES:

- English.
- Hindi
- Kannada
- Konkani

Professional Synopsis

Finance Professional with Two and half years of experience in Construction Industry. Seeking to work in challenging environment and grow with the company to achieve its mission.

Professional Career Highlights:

Worked for **M D DEVELOPERS Tallur** (kundapur) as an Accountant Since January 2020 to July 2022. -

Responsibilities at M D Developers-As an Accountant:

- Handling Daily bank related transactions (Cash & Cheque deposits, Cheque payments)
- Preparing the Vouchers for Expenses & entering insystem, and other daily journal transactions.
- Preparing the sample sales quotation and local sales invoices, purchase orders etc.
- Maintain the leave record, salary & final settlement matters related to the staff.
- Assisting the auditor for TAX filing.
- Handling daily Office tasks such as filing, attending calls, arranging courier, writing letters for customers and visit the site.
- Checking of the Relevant documents of the customers for of the property.
- Explaining of company rules and regulations to the candidates.
- Arranging for employee's uniforms and safety shoes.
- Canteen & Transportation management.
- Collecting of monthly reimbursement bills and preparing statement of same as, Telephone, Mobile, Petrol and medical reimbursement.

PERSONAL DETAILS

- Date Of Birth : 11/07/1996
- Nationality : Indian
- Marital Status: Single
- Passport No : W0054438
- Visa Status : Visitor

DECLARATION

I Preema Shalet Almeida hereby declare that the information provided above is true to the best of my knowledge and belief.

Thanking you

Preema Shalet Almeida