**PRADEEP JOHNSON CUTINHA**

Burdubai,Dubai

E-mail : pradeep310396@gmail.com

Mobile : +971524558740

India No : +918088762251

# 

# CAREER OBJECTIVE

Seeking a challenging position in the field accounting so as to utilize my skills for organization and individual growth.

# WORK EXPERIENCE

Company Name : **Integrated Freight & Logistics LLC**

Address : **305, Queens Court, Khalid Bin Al Waleed St, Dubai, UAE**

Designation : **Accounts Assistant**

**29th Nov 2017 – 06th Feb 2020**

**Roles & Responsibilities :-**

* Generate invoice and costing of all job files & send invoices and supporting documents to clients.
* Generate monthly invoice for storage charges in coordination with the Warehouse-In-Charge.
* Raise Local Purchase Order to shipping lines for collection of original bill of lading.
* Send invoices and supporting documents to clients.
* Input entries in accounting system the petty cash and bank vouchers, bank deposits with proper allocation of receipts, credit purchase from all vendors and agents, Customs Port bills and Dnata receipts on daily basis.
* Possess strong communication, interpersonal and relationship management skills.
* Keeping Proper filing system for all invoices from vendors, agents, bill of lading from shipping lines, storage charges and records of proof of delivery of invoices to clients.
* Send Receipts to customers against payments.
* Handle petty cash flow, ensuring all expenses have supporting documentation and reconcile the same including E-dirham account, DP world account, CDR account and Dnata (Calogi) account.
* Maintenance proper record of credit cards payments and file with supporting documents.
* Prepare the cheque discounting form, loan against invoices form and submitted to bank & other bank related works.

Company Name : **Emerson Network Power Co.**

Address : **No.412 ,3rd Floor, Jindal Centre, Koramangala, Bangalore-560034**

Designation : **Accountant**

**20th Feb 2020 – 20th Dec 2020**

**Roles & Responsibilities :-**.

* Experienced in keeping the records of daily financial transactions, Preparation of Monthly Financial reports, Daily Collection Report, Monthly Petty cash expenditure details, Overall Due status.
* Proficiency in computer skills for data entry and knowledge of account software’s like Tally, PF, TDs software, GST software.
* Preparation and filing of Income Tax Return, TDS Return, EPF Return, GST Return.
* Prepare Sales, Purchase Register & Maintaining Stock Register.
* Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor reconciliation statement, Cash collection reconciliation.
* Send invoices and supporting documents to clients & other relevant Accounting work.

Firm Name : **Rodrigues & D’Souza, Chartered Accountants**

Address : **Catholic Centre IInd Floor, Hampankatta, Mangalore**

Designation : **Audit Assistant**

**08th August - 2016 to 03rd October 2017**

**Roles & Responsibilities :**-

* Experience in Bank Audits, Tax Audits, e – Filing of Income Tax and TDS return.
* Proficiency in computer skills for data entry and knowledge of account software’s like Tally, PF, TDS and Income Tax Filing software Like Winman CA ERP, Winman TDS etc
* Preparation and filing of Vat Return, Income Tax Return, Service Tax Return, Profession Tax (PT) Return, TDS Return, EPF Return, ESIC filing etc.
* Experience in Company Audits, Trust Audits , Hospital Audits, School Audits, Panchayath Audit
* and Prepare the financial Statement like Balance sheet, Profit and Loss Statement and other statement , Audit Reports and Question to be Answer.
* Experience in Revising TDS Returns, VAT Returns, Income Tax Return and Solving ability of TDS default Problems. Proficiency in Registration and filing Goods and Service Tax (GST).
* Proficiency in Registration and filing Goods and Service Tax (GST).
* Innovator with creative skills and experiences to improve overall business processes.
* Investigate and bank reconciliation activities to finalize the day's balance, and prepare and print to management reports
* Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor reconciliation statement, deposit and preparation return.

# PERSONAL PROFILE

Name                          : Pradeep Johnson Cutinha

Father's Name           : Adwin cutinha

Date of Birth               : 31/03/1996

Language Known       : English, Kannada, Hindi, Konkani & Malayalam

Passport No : R2904423

Expiry Date : 20/07/2027

Visa Status : Visit Visa

Visa Valid Till : 19/03/2021

Nationality : Indian

Permanent Address : Muchirapadavu House, Peruvai Post ,Alike Village,

Bantwal D.K-574260, Karnataka – INDIA

# TECHNICAL SKILLS

* MS Office (MS word, excel, power point, access)
* Tally 9 ERP GOLD, FLAIR SOFTWARE
* Winman CA ERP ,Winman TDS, GST

# ACADEMIC QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUALIFICATION | UNIVERSITY / SCHOOL | BOARD | PERCENTAGE | YEAR OF PASSING |
| B COM | St Philomena college Darbe ,Puttur | Mangalore University. | 75 | 2016 |
| P.U.C | Sri Sathya Sai Loka Seva PU College, Alike | State board | 85 | 2013 |
| S.S.L.C | Sri Sathya Sai Loka Seva High School ,Alike | KSE Board | 82 | 2011 |

# DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place :**  Dubai Pradeep Johnson Cutinha

**Date :**