



SUNIL ANTONY PAIS

BACHELORS OF COMMERCE (65.85%)
MANGALORE UNIVERSITY

PROFILE SUMMARY:

Senior Accountant having more than 15+ Years of Experience in the field of Finance & Accounts under FMCG, Construction, Trading & Hotel Industry in Mumbai, Bahrain, Muscat & Mangalore

CONTACT DETAILS:

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PERMANENT ADDRESS: NRG 3-67/17
Valsa Cottage near Kelarai Circle, Neermarga,
Mangalore -575029, Karnataka

CAREER OBJECTIVE:

Actively looking for the opportunities to roadmap the success together to utilize my skills and knowledge I have gained through my experience.

PROFESSIONAL SKILLS:

Tally Erp9, Tally Prime, Diploma in Computer Applications MS Office, Word, Excel, Accurate Software, Hotel Manager Valid Indian Motor Cycle & Motor Car Driving License
Holding Oman Motor Car Driving License

PERSONAL DETAILS:

Gender: Male

Marital Status: Married

Date of Birth: 04-OCT-1980

Languages Known: English, Hindi, Kannada, Konkani, Tulu & Spoken Arabic

SUMMARY OF WORK EXPERIENCE

Senior Accountant
Cynteny Solutions Pvt. Ltd.
www.cynteny.com

From Sept 2022 onwards

Neermarga, Mangalore-575029

- Monthly Calculation of GST Payment along with Filling of GSTR-1 for Sales & GSTR-3B for Payment, Maintenance of GSTR-2B input credit.
- Processing of Vendors/Contractors Payment along with deduction of Applicable TDS
- Calculation of TDS Deductions on various payments along Filling of TDS Payment for issuance of TDS Certificate Form No. 16A
- Preparation of GST Sales Invoices according to GST Slab Rate and as per HSN/SAC Code
- Bank Reconciliation & Co-coordinating with Auditors for Finalization of Accounts

Accounts Administrator Mar 2010 to Aug 2020

Renaissance Equipment Trading Co. LLC

www.jdholdingsoman.com

Muscat, Sultanate of Oman.

- Independent in charge of Accounts Dept. of Renaissance Equipment Division
- Maintaining Bank Book along with arranging funds available to make payables on time.
- Petty Cash Handling, Scrutinizing Bills submitted along with cost control and approval from management
- Preparation of Bank Reconciliation along with Debtors Creditors Balances.
- Day to day accounting entries posting into Accurate Accounts Software and monitoring the cheques issued
- Monthly Preparation of P&L & Reports
- Preparation of Sales Invoices and follow up of payments from customers & solving any issues regarding customer complaints on invoices and services provided.
- ❖ Assisting Auditors for the year end audit and finalization of accounts.

Safeer Hotel & Tourism Co. LLC, Muscat, Sultanate of Oman
(Golden Group Holding) <https://ggh.om/>
Accountant

Jan 2008 to Mar 2009

- ✚ Checking & Verifying Daily Reports submitted by Night Auditor along with collection of Physical Cash/Cheque & Card Sales.
- ✚ Tallying & Arranging Cash to Deposit Bank, Foreign Currencies for Exchanges, Cheque Deposit Slips & Verifying the Card Transactions with Card Sales Reconciliation & also Bank Reconciliation
- ✚ Monthly Preparation of Cash Flow Statement & Making Payment for Municipal & Tourism Tax of the Hotel.
- ✚ Ageing Analysis for Credit Given to Customers along with Follow up of Payment
- ✚ Recording the Purchases Invoices from Vendors and Preparation of Cheques according to due dates.
- ✚ Complete Finalization of Accounts along with Monthly Preparation of P&L and Monitoring the Food Cost & Overhead Expenses.

Jawad Business Group, Manama, Bahrain
<http://www.jawad.com/>
Accountant

Jan 2006 to Oct 2007

- ✓ Responsible for the accounting function of UAE Fashion & Restaurant Divisions.
- ✓ Submission of Monthly Profit & Loss Account Estimated and Actuals
- ✓ Preparation of Balance sheet Schedules on quarterly basics and review.
- ✓ Preparation of Journal Vouchers and posting them into system
- ✓ Maintaining Fixed Assets Register on monthly basics & providing Accumulated Depreciation Entries on Block Assets Register.
- ✓ Accounts Payable & Reconciliation & Arranging Payments under Aging Analysis within due date through Cheque, T.T. etc.
- ✓ Bank Reconciliation Statements for the Restaurants & Fashion outlets.

M/s. Abu Jani Sandeep Khosla Designer's Pvt. Ltd. Mumbai
<https://abusandeep.com/>
Accountant

Apr 2003 to Jan 2006

- Maintaining Books of Accounts in Tally 7.2 version posting entries into system
- Handling of Main Cash Book & Cash Payments
- Preparation of Petty Cash Expenses & Payments
- Maintaining Purchase Register & Sales Register & outstanding payable Record & Receivables Record.
- Daily Posting Bank Entries and Monthly Preparing Bank Reconciliation Statement.
- Assisting Chief Accountant & Auditor's in Year End Audit of Accounts.

M/s. Sameer Travels Pvt. Ltd. Mumbai
Accountant

Aug 2002 to Mar 2003

- ✚ Marinating accounts under Tally 6.3 with daily accounting entries
- ✚ Maintaining Manual Cash Book, Bank Book & Petty Cash Register
- ✚ Preparation of Bank Reconciliation Statement
- ✚ Arranging & maintaining records of fleet vehicles

M/s. Christopher D'Souza & Co. Mumbai
Chartered Accountants
Accounts Assistant

Jun 2001 to Jul 2002

- ❖ Auditing of Company Accounts, Ledgers, Journal & Drafting Audit Report
- ❖ Preparation of Computation of Income for Salaried Individuals
- ❖ Preparation of Audit Queries and making note of the same
- ❖ Maintaining manual Ledger Accounts of Clients & Companies
- ❖ Guiding Individual Tax Payers about Tax Saving Plans

Education Qualifications:

April 2001	B'com Degree with First Class (66%)	Mangalore University
April 1998	Pre-University Degree with First Class (74%)	Karnataka Education Board
April 1996	Secondary School Certificate with First Class (69%)	-do-

Extra-Curricular Activities

- ✚ A Team Member of Accounts Dept for Bahrain Gulf Air Grand Prix 2007
- ✚ Passed B' Certificate of N.C.C. under Govt of India, Authority of Defense
- ✚ Participated in Sea Level Training Naval Camp held at Bangalore
- ✚ Participated in Annual NSS Workshop Camp

I hereby declare that all the information furnished above is true and best of my knowledge and belief.

Mangalore
 5 June 2023

Sunil Pais