

# Adlin Vishal Fernandes

**Date of birth:** 1 Mar 1996

**Gender:** Male

**Nationality:** Indian

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**Location:** Oud Metha, Dubai, United Arab Emirates

## WORK EXPERIENCE

### Accountant

**Trigon Digital Solutions FZ LLC – Dubai, United Arab Emirates**

**16/02/2020 – Current**

- Prepare and Submit Invoices, time to time follow-up with customers for payment.
- Monthly reconciliation of supplier accounts, Invoice wise payment allocation keeping in mind credit period allowed.
- Bank and Account Reconciliations.
- Track expenses, approve and pay petty cash expenses.
- Monitor financial transactions and reports.
- Recording day to day transactions such as Sales, Purchases, Payments and Receipts and others in Tally ERP Software.
- Maintaining proper documentation of company records.
- Process Accounts Payable and Accounts Receivable.
- Reconcile reports and financial data, process journal entries and perform accounting corrections to ensure accurate records.
- Maintain employee records and Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Placing orders, issuing purchase orders, follow-up on orders with suppliers and make sure proper documentation is maintained.
- Ensuring that all office expenditure remains within budget.
- Helping auditors with Tax Return filing, financial statements preparation by providing necessary documents.
- Perform other accounting duties when assigned.

### Junior Accountant

**Deccan Data Forms – Bangalore, India**

**01/09/2016 – 15/09/2019**

- Posting day to day transactions in Tally ERP Software.
- Assist with Payroll and Pension management of 25 employees.
- Prepare and Send Invoices to customers, follow-up for payment and make sure payment is received on time.
- Accounts Reconciliation.
- Assist in preparing monthly, quarterly and annual financial statements for company review.
- Performing reconciliations of clients and bank accounts to ensure accuracy of cash records.
- Analyzing financial records to identify errors and discrepancies.
- Other office duties to support financial and accounting operations.

## EDUCATION AND TRAINING

### BACHELOR OF COMMERCE (ACCOUNTS)

01/06/2013 – 31/06/2016

St. Joseph's College of Commerce (Autonomous) - - 163, Brigade Road, Ashok Nagar, Bengaluru, India

#### Field(s) of study

- Business, administration and law: Accounting and taxation | Marketing and advertising | Finance, banking and insurance

EQF level 6 | Bachelor's Degree | <https://www.sjcc.edu.in/>

## LANGUAGE SKILLS

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Mother tongue(s): **KONKANI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>HINDI</b>	C2	C1	C2	C2	C1
<b>ENGLISH</b>	C1	C2	C2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

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- Microsoft Office (Word, Excel PowerPoint Outlook)
- Social Media Management (Facebook, Twitter, LinkedIn, Instagram)
- Video Conferencing (Zoom, Skype, Google, Hangout)
- Tally ERP 9 Software

## JOB RELATED AND OTHER SKILLS

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- Team Work Oriented.
- Organizational and Planning Skills.
- Good listener and communicator.
- Critical and Creative Thinking.
- Attention to details.
- Problem Solving.
- Compliance.
- Time Management.

## ACTIVITIES AND INTERESTS

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- Reading and Writing.
- Music.
- Nature.
- Photography.
- Environmental Conservation.
- Traveling.
- Sports and Gaming.