



LATHESH FERRAO

CAREER OBJECTIVE

I seek to secure a challenging position in an organization where I can leverage my creativity and management skills to contribute organizational development along with personal career progression as an accountant.

EDUCATION

M.Com (Masters of Commerce)

St Aloysius College (Autonomous)
(Mangalore University), Mangalore, India

Sept 2020

B.Com (Bachelors of Commerce)

Rosario College of Management Studies
(Mangalore University), Mangalore, India

July 2018

ClassXII

Rosario Comp PU College
Mangalore, India

March 2015

Class X

St. Sebastian High School
Permannur, Mangalore, India

April 2013

WORK EXPERIENCE


- Yenepoya Medical College Hospital, Mangalore, Karnataka


Accounts Executive


Jan 2021 – Oct 2021

Duties and responsibilities:

- Preparing income and expenditure statements
- Data gathering
- Preparing daily collection and concession reports
- Preparing reports and conducting Financial audit for respective departments
- Budgeting and preparing day care and surgical packages
- Maintaining Corporate documents
- Preparing accounts statements
- Preparing payment statements
- Clearing outstanding amounts once insurance is claimed
- Cross checking of bills
- Maintaining daycare records

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 Dubai, UAE

SKILLS

Problem Solving

Communication

Team work

Leadership

Quick learner

Hardworking

COMPUTER PROFICIENCY

Hospital Information System –

Backbone software

Microsoft Application - MS Word,

Excel, Power point.

Tally ERP9 – GST

Completed 6 months certificate

course in Diploma in Computer

Financial Accounting

LANGUAGES KNOWN

English

Hindi

Kannada

PERSONAL DETAILS

Date of Birth:

29/10/1997

Marital Status:

Single

Nationality:

Indian

Passport Number:

U3480701

Passport Issue Date:

07/10/2020

Passport Expiry Date:

06/10/2030

Visa Status:

Visiting Visa

Entry Date:

01/11/2021

Expiry Date:

31/01/2022

Place of Issue:

Bengaluru

- Initiating and managing financial and accounting software used by the company.
- Providing financial information to management by researching and analyzing accounting data
- Preparing payments by verifying documentation and requesting disbursement
- Communicating effectively with clients
- Support month end close process
- Communicating with manger and/or directors on work status and client issues that arise
- Communicating with manager on work status

- MCC Bank (Mangalore Catholic Co-operative Bank Ltd) Mangalore, India

Trainee

May 2019 – Jun 2019

ACADEMIC PROJECT

- A perception of digital banking - A study with reference of senior citizens of Mangaluru (During Post Graduation studies)

PAPER PRESENTATION

- Presented a paper titled “Digital India: Awareness among the rural youth” at National seminar on India in the web of Digitalization.
- Presented a paper titled – “A Study on Ethical issues in Advertising: An Indian Perspective”
- Participated as a delegate in the National seminar on “Banking before and after Nationalization”.
- Participated as a delegate in the National seminar on “India in the web of Digitalization”.

EXTRA CURRICULAR ACTIVITIES

- Taluk level kabaddi player (Mangalore, India)
- Completed NCC C-Certificate (Mangalore, India)
- Participated and secured various prizes on sports events conducted by college

DECLARATION

I hereby declare that the above given statements are true and correct to the best of my knowledge.

REFERENCE

Available upon Request.

Date:

Place: Dubai

Lathesh Ferrao