

Mackleen D'Souza

Address : Dubai, UAE

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Career Objective:

Seeking a career in a growth-oriented organization, which appreciates hard work and provides a motivating work environment for career advancement in order to enhance and broaden my personal and professional skills so that I may be able to contribute more effectively to the organization. Self-starter with ability to multi-task, work under pressure, completely adaptable, flexible about work place location & work hours in case of right opportunity, a team player.



Experience

1. Pacesoft Technology - Mangalore, India As a Junior Accounting for 1 year from 2018 to 2019.

- Creation of Ageing report and sending SOA to clients.
 - Follow up for payments.
 - Assist with year-end closings.
 - prepare tax computations and returns.
 - assist in preparing budgets and forecasts.
 - Invoice creation and distribution when required.
 - Reception and Administrative support.
 - assist with preparation and coordination of the audit process
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Education:

- B.com – Milagres Degree College.
 - 12th - Milagres Pre University College, Mangalore
 - SSLC - Rosario High School Cathedral, Mangalore
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Skills, Strengths and Attributes

- Able to work in an organized and take care of multiple activities simultaneously
- Excellent communication skills
- Strong leadership skills, ability to work independently and as team
- Accept challenges of leading and team building
- Can work under pressure and meet deadlines and Can handle multiple tasks effectively.
- Reliable, honest, fast learner, & adaptable to work in any changing environment.
- Proficient in MS office Applications.



Technical Skills

- Operating System – Windows XP/98/Vista/7/8/10
- Microsoft Office - Excel, Word , Powerpoint, Outlook Express.
- Internet & Networking.
- Photo Enhancement.

Personal Details:

Date of Birth: 21th October 1997
Sex: Male
Nationality: Indian
Marital Status: Single

Passport Details:

Date of Issue: 02/03/2021
Date of Expiry: 01/03/2031
Place of Issue: Bangalore-India
Passport No : U9555553
Visa Status: Visit Visa (Valid till December 1, 2021)

Declaration:

I hereby declare that the above-furnished information is true to the best of my knowledge.

Mackleen D'Souza