

Deena Renita Dsouza (M.Com)

Accounts Professional



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Profile Summary

Self-motivated and competent accounts professional with proven experience within diversified industries in UAE and India. Skilled in executing financial accounting tasks such as P&L, AP/AR, bank reconciliations, petty cash management, books of accounts, controlling cash for office use, preserving proper records of company files & employee records, maintaining confidentiality of official documents, passing day-to-day voucher entries and maintaining up-to-date files with know how in accounts finalization and financial statement preparation. Well organized, quick learner and hardworking team player with excellent communication, coordination, organizing, interpersonal, and time management skills. Well versed with Tally 9.0 accounting system, Excel and MS Office applications. Presently seeks for an executive work profile in any industry to utilize gained knowledge, experience and skills.

STRENGTHS

- Gulf experienced accounts professional
- Meticulous with keen eye for details
- Accurate, detail-oriented, quick learner & reliable
- Competencies in various accounting functions
- Excellent analytical & problem solving skills
- Possess strong team playing attitude

Qualifications

Master of Commerce , St. Aloysius College, affiliated in Mangalore University, India	2010
Bachelor of Commerce , Pompei College, associated with Mangalore University, India	2008

Career Snapshot

Accounts Assistant and Administrator , Al Saraya Kitchen Works L.L.C, UAQ	-	April 2018 – Oct 2019
Accounts Assistant , Transtec Trading L.L.C, Dubai	-	Nov 2012 to Dec 2014
Accounts Assistant , Dubai Precast	-	6months (Temporary)
Accounts Assistant , Karan Tax Consultancy Services, India	-	Nov 2010 – Apr 2011

Achievements

- Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
- Recognized by peers and superiors for delivering a sound and balanced accounting judgment.
- Noted as a quick learner who can easily adapt to company processes and procedures.
- Established and maintained excellent relations with colleagues, suppliers and management.

Capabilities

- Apply fundamental knowledge of accounting & finance principles and become acquainted with departmental processes and procedures.
- Preparing labours time sheet, salaries, VAT filing.
- Perform a variety of accounting functions including examination, analysis, maintenance, reconciliation and verification of financial records under direct supervision.
- Carry out data entry of daily accounts and assist in handling AR/AP of the company.
- Manage books of accounts including books of transactions, financial reports, financial statements & analysis and review all day-to-day transactions.
- Handle reconciliations and collections of due account receivable on regular basis including follow ups. Provide analytical view on cost control; determine deviations and suggest improvements.
- Assist Chief Accountant in accounts finalization, monthly book closing procedures and in preparing financial Statements such as balance sheet and profit & loss statement.

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- Liaise and work cooperatively with banks, auditors, suppliers, and all third parties dealing with the company.
 - Prepare and uphold confidentiality of correspondences, documents and reports.
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Proven Job Role

Accounts Assistant

- Responsible in maintaining daily files, passing of voucher entries, tracking of payables and receivables.
- Managed petty cash, bank reconciliations, controlled cash transactions for office use, prepared monthly report in excel and performed various accounts related duties including coordinated with clients and banks.
- Upheld correct employee file and company records as well as kept confidentiality of the same.
- Preparing labours time sheet and handling all records of labours.
- Handling all monthly payments such as bills, loans and WPS rotation.
- Preparation of labour salaries and all related admin work.
- Handling VAT filing and customer's outstanding statement.

Accounts Assistant

- Handled preparation of clients' balances periodic report with aging analysis.
- Supervised follow up of debits and creditors including accounts reconciliation.
- Handling stock up to date and payment of company bills.
- Prepare balance sheets including bank reconciliation statements, filling of returns and salaries as well as maintained books of accounts like debits/ creditors, day book, ledger plus journal.
- Performed bankbook data entry work, verified student's payment due date and staffs advance accounts.
- Obtained and checked suppliers' invoices against contractual terms as well as documented approved invoices in the accounting system.

Academic Project

Housing Loan; Internship Title: Training & Organization Structure; **Responsibility:** Keenly engaged in project and report for MCC bank Ltd in Mangalore, India from Dec 2009 to Mar 2010. Broadly involved as Intern for Corporation Bank Ltd., in Mangalore, India from Jun – Jul 2009.

IT Proficiency

Proficient in Tally 9.0 VAT enabled, MS Office Suite (Word, Excel, PowerPoint), Internet & E-mail Applications

Personal Details

Nationality	: Indian
Date of Birth	: 14 th May 1988
Marital Status	: Married
Visa Status	: Husband's Sponsorship
Languages	: English, Hindi, Kannada, Konkani & Tulu

Reference

Transtec Trading L.L.C, Dubai.