

## **CURRICULUM VITAE**

<b>Personal Data :</b>		
<b>Title</b> Mr.	<b>FULL NAME</b> Benedict James D'souza	
<b>Date of Birth</b> 12.01.1975	<b>Sex</b> Male	<b>Marital Status</b> Married
<b>Local Address ( Residence)</b>		
Flat no: CA 3, Bin Khadim Building, Next to Right Medical Centre, Abu shagara, Sharjah, U.A.E Telephone no: 065689818		
<b>Permanent Address</b>		
<b>House/ Area</b>	<b>Postal Code</b>	<b>City</b>
Sabina Villa, Prabhat Nagar	581334	Honavar, North Kanara District, Karnataka
<b>Country</b> India		
<b>Telephone / contact number in U.A.E</b>		
<b>Mobile</b>	971561631692	
<b>E-Mail</b>	bensuza@hotmail.com	
<b>Social Network</b>	Facebook / WhatsApp	



### **Work Experience's : ( Total 20 years)**

#### **6. BILVA INDIAN SCHOOL, DUBAI**

<b>Period</b>	Currently Employed – From 08/01/2014 till date
<b>Country</b>	United Arab Emirates.
<b>City</b>	Al Qusais School Zone
<b>Region</b>	Dubai
<b>Industry</b>	Educational Institute
<b>Functional Area</b>	Controlling / Accounting / Financials
<b>Internal Job Title</b>	Accounts Officer
<b>Description</b>	Looking after all Financial /Accounting & Audit works of the School with 600+ students and 100 Employees. Transferred from my Previous Employer -USM, Belgaum to Dubai as the School is run by the same management.

## 2. University Sains Malaysia, Belgaum, Karnataka, India

Period	01.09.2010 - 06.01.2014
Country	India
City	Belgaum
Region	Karnataka
Industry	Educational Institute / Healthcare
Functional Area	Controlling / Accounting / Financials
Internal Job Title	Accounts Officer
Description	Handling all Accounting Jobs, Banking and Statutory/ Tax related works. Medical and Hospital College with 500 Students and 100 Teaching Professional/ Doctors Reported to The Director of the College.

## 3. Universal Cold Stores, Kingdom of Saudi Arabia

Period	01.07.2008 - 31.03.2010
Country	Saudi Arabia
City	Dammam
Industry	FMCG / Retail outlets
Functional Area	<b>Accounts</b>
Internal Job Title	Accountant
Description	Handled many Branch Accounts, Stores and Inventory. FMCG- Retail outlets all over Saudi Arabia.

## 4. Accenture- BPO

Period	01.07.2006 - 30.11.2007
Country	India
City	Bangalore
Region	Karnataka
Industry	IT / Data Processing and Electronics
Functional Area	Customer Service
Internal Job Title	Process Executive
Description	Handling Customer Service jobs- American and U.K based outsourced Jobs and data Entry, Live Chat Rooms for customer services

#### 5. Ramee Group of Hotels and Resorts, Abu Dhabi, U.A.E

Period	01.01.1999 - 31.10.2005
Country	United Arab Emirates.
City	Salam Street / Tourist Club Area
Region	Abu Dhabi
Industry	Hospitality
Functional Area	Controlling / Accounting / Financials
Internal Job Title	Accountant
Description	Handling Accounts - Book keeping, Stores, Inventory, Cash Management, Financial Accounting,

#### 6. National Institute of Computer Education

Period	01.04.1996 - 30.10.1998
Country	India
City	Honavar, Uttara Kannada District
Region	Karnataka
Industry	Technical Institute
Functional Area	Educational
Internal Job Title	Computer Faculty
Description	Teaching students with regards to computer basics and applications with Theory and practical classes.

#### Educational Qualifications :

##### 1. National Institute of Computer Application

Period	01.07.1995 - 31.12.1996
Country	India
City	<b>Honavar</b>
Region	Karnataka
Education Level	Vocational / Certificate
Subject	Computer Applications
Final Grade	A+
Description	Basics of Computers, MS DOS, windows, Microsoft office and Basic level

Computer programming and Database applications (FOXPRO). Internet. Installations and Hardware basic knowledge

## 2. SDM College of ARTS, COMMERCE AND SCIENCE

<b>Period</b>	01.07.1991 - 30.05.1995
<b>Country</b>	India
<b>City</b>	<b>Honavar</b>
<b>Region</b>	Karnataka
<b>Education Level</b>	Bachelor of Commerce
<b>Subject</b>	Accounts & Commerce
<b>Description</b>	Bachelor's Degree in Commerce. Karnataka University, Dharwad, India. Passed with 58% of Marks in the year 1995

### Desired Job

Functional Area	Hierarchy Level	Industry
Controlling / Accounting / Financials, Customer Service	Senior Level Professional Level	Financial Services, Hospitality, Healthcare, Public Sector / Institutions

### Job Details

<b>Salary Expectations</b>	7,500 – 15,000 Dirhams
<b>Employment Fraction</b>	Full-time
<b>Willingness to Relocate</b>	Yes
<b>Computer knowledge</b>	MS-DOS, Windows, MS-office, Basic Programing in C, FoxPro Database Knowledge of SAP.
<b>Accounting Software</b>	: Tally ERP 9, User Defined Accounting Software's and User based applications
<b>Languages Known</b>	: English, Hindi, Kannada, Konkani, Can Speak little Malayalam and bit Arabic, can understand Marathi

**Declaration:** I hereby declare that above furnished information are true and to the best of my knowledge.

Thanking you,  
Yours faithfully,

**Benedict D'souza**