



Date of Birth  
**23rd June 1995**

Nationality  
**Indian**

Phone  
**+91 7774804146**

Address  
**Goa India**

## Objective

To be an integral part of the team and undertake challenging responsibilities which would contribute to the growth of the organisation and self.

## Experience

**09/2021-Present**

**Avanilaya Resorts & Holdings Pvt Ltd**

Reservation Executive

- Helping the clients with queries through phone calls and emails.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Negotiate and close deals with the potential clients.
- Working with the other teams to achieve targets.
- Create and maintain relationships with the new, existing and potential clients.
- Perform other administrative duties assigned by the company.

**05/2020-05/2021**

**Bluestream Software Solutions (OPC) Pvt Ltd**

Accounts Executive

- Assisting the CA in the finalisation of accounts.
- Statutory Payments i.e., GST, TDS, Advance tax and compiling of data for Tax Returns.
- Working on GST Refund Filing.
- Coordinating with the bank for international payments and other related work.
- Issuing invoices and payment receivables from the client.
- Working and payment of salaries, incentives to the employees in INR and USD.

**01/2019-11/2019**

**Tmark Resorts & Hospitality LLP**

Accounts Executive

- Reporting to the MD, GM and FM.
- Assisting CA in the finalization of accounts.
- Co-ordinating with the departments for the outstanding payments & follow up.
- Payment of salaries and statutory duties.

## Skills

Written Skills	100%
Communication Skills	100%
Ms Office	80%
Tally ERP9	100%

## Language

- English
- Hindi
- Konkani

**09/2017-01/2019**

**Boshan Hotel**

Accounts Assistant

- Handling Accounts Department and working on Tally ERP9.
- Verifying bills and reconciliation of day-to-day purchase and sales.
- Reconciliation of bank, debtors and creditors on monthly basis.
- Preparing outstanding reports and follow ups of receivables.
- Working on GST, VAT and TDS.
- HR related jobs performed.
- Assisting CA in the preparation of Balance sheet and P&L Account.

**12/2016-08/2017**

**Golden Peace Infrastructure Pvt Ltd**

Accounts Trainee

- Supplier payments and customer collections.
- Working on Tally ERP9 and passing accounting entries.
- Statutory payments i.e. VAT, Entertainment tax, GST.
- Payments of salaries and tips, final settlements, ESIC & EPF.
- Vehicle insurance payments and renewal follow ups.
- Online Internet Banking.
- Credit card related queries of clients.

**02/2016-10/2016**

**Electro Tech**

Management Trainee

- Managing the Accounts and Store Department.
- Supplier payments and customer collections.
- Working of Busy software and passing accounting entries.
- Preparing sales invoices and handling of cash.
- Follow up with vendors.
- Statutory payment i.e. Excise duty, VAT, Service tax, Filing of returns and Issuing of C-Forms.
- HR related job i.e. employee attendance and working of salaries, working and payments to EPF and ESIC.

**08/2015-11/2015**

**Kotak Mahindra Bank Ltd**

Assistant Acquisition Manager

- Opening of CASA accounts with the potential clients.
- Follow ups with the clients.
- Target Achievements.

## Education

**2015**

**Libra Computers**

Diploma in Computer Applications

69%

**2015**

**Dnyanprassarak Mandal's College - Goa University**

Bachelor of Commerce

52%

**2012**

**St. Thomas Higher Secondary School - Goa Board**

Commerce

50%

**2010**

**Mae De Deus High School - Goa Board**

10th Grade

60%

## Declaration

- I hereby declare that the information given above is true to the best of my knowledge and I look forward towards your positive response.

Jessica Margaret Gomes