

AVISH PINTO

Accountant | Document Controller | Logistics |

Accounts related professional who is familiar with the account platforms. Specialized in the sectors that support business strategies, prepare balance sheet, financial statement and move organization forward by ensuring various compliance & maintain standard operating procedures.

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Core Competencies

Account Management

Operations

Loss Control

Document Controller

Logistics Support

Customer Service



Academics and Certifications

- Master's Degree in Commerce –St. Agnes College, Mangalore 2019.
- Bachelor of Commerce – 2017 Sacred Heart College, Mangalore
- Pre university - 2014 - Sacred Heart College, Mangalore



IT Skills

Tally ERP & Microsoft AX 2009, MS Office, MS Excel, MS Power Point, MS Word, POS

Strengths

Problem Solving

Team Player

Achiever

Quick Learner

Communication



Profile Summary

- Accounting professional as well as Logistics Support with over 2 years of experience with excellent interpersonal skills and strong capabilities to prepare financial reports, document handling, customer service.
- Develop, implement, and maintain documentation storage area and filing system as per the requirement.
- Develop and maintain document control processes for the efficient management and recording all documentations.
- Performed file backup to ensure proper storage and archiving of electronic registers.
- Effective leader with superior decision-making and problem-solving techniques; convert ideas into sustainable and workable solutions.



Organizational Experience

New Mangalore Port Trust as Junior Accountant & Document Controller July 2019 – January 2021

Key Result Areas:

- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Updating accounts receivable and issue invoices.
- Copying, scanning, and storing documents.
- Checking for accuracy and editing files, like contracts.
- File documents in physical and digital records.
- Assisting employees with accessing documents through our document management system.
- Highlight findings that require urgent attention and suggest recommendations for the same.
- Schedule meetings with different departments.
- Manage collection of receivables and follow up on overdue payments.
- Responsible for handling and recording all petty cash transactions.
- Invoice generating in Port Operating System of cargo related wharfage charges and Assigning Traffic approval for the vessel.

● Interest

- Photography
- Music

● Languages

- English
- Hindi

● Personal Information

- DOB – 03rd January 1997
- Marital Status - Single
- Nationality - Indian
- Religion - Roman Catholic
- Passport No: S0501795
- Passport Expire 02/03/2028
- Visa Status – Visit
- Visa Expire – 12/12/2021

- Receipts of tally sheet by tally clerk and prepare the dummy tally sheet of each gang for preparation of tally sheet through ERP system.
- Calculation of tonnage for sailed vessel compare the vessel wise tally sheet and draught survey to raise the invoice and bill.
- Verify the amount of bills in receipt and payment for outstanding dues.
- Prepare the reports for advance cheque received by the agents for royalty and levy payment.
- Preparing Schedules for tasks to be completed during the assigned period.
- Ensure proper filing of all relevant documents.
- Draft e-mails of importance to concerned departments.
- Co-ordinate with agents to resolve pending issues.
- Communicate with agents in regards to collections or Payments.
- Verifying the Bill of lading document and import/export application and other related document given by the agent to deliver the container/cargo.

Divine Cashew Industries as Junior Accountant

February 2021 – August 2021

Key Result Areas:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Maintain appropriate stock level according to seasonal promotions and ads and as per customer requirements.
- Book keeping of the Company (Software used Tally ERP 9)
- Posting daily receipts, payment and Managing Company ledger and day to day transaction.
- Verification and inspection of journal payment vouchers, cash payment vouchers.
- Examining and Reconciliation of Bank reconciliation statement
- Petty cash book handling and preparation of Quotation and Bills.
- Preparation and Filling EPF and ESIC
- Performing regular inventory checks and Examine if the supplies received are as per the order and in proper condition.
- Returning and replacing any damaged products.