

SHERLYN STANLEY DSILVA

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Phone: (+965)65566961.

Date of birth: 26th August 1991.

Status: Married.

Civil ID no.: 291082607887.



SUMMARY:

To obtain a position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

WORK EXPERIENCE:

Thomas cook India Ltd

Accounts Manager.

Duration: June 16th2021 to January 17th2025.

Work Exposure

- Bank reconciliation & Monthly Tracker of open entry.
- Running of BOT & Auto clearance.
- Mail actioning (credit confirmation) & Follow up with banks.
- Uploading of MT940 Statement & Invoice in newgen system.
- Update slide & SLA for ERC monthly.
- BRS Summary.
- Updating monthly & Daily Data.
- Month end activities.
- Handling audit query.
- Managing and get the work done by the team.

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Account Executive

Duration: February 2016 to June 2021

Work Exposure

- Bank reconciliation statement.
- Maintaining bank transaction book & filing.
- Preparing e-invoice & e-way bill.
- Preparing quotations.
- Preparing cheque.
- Coordinating with client about the products.

Filtex India

Admin Executive

Duration: June 2014 to December 2016

Work Exposure.

- Provide details to the client regarding products on calls.
- Preparing invoice.
- Maintaining stock & accounts details.
- Drafting mail.
- Preparing quotations.

EDUCATION QUALIFICATION

Standard	School/University	Year of Passing	Marks/Percentage / Grade
Post-Graduation	Mumbai university	2014-15	60%
Graduation	Model college	2012-13	83%
HSC	St. Mary junior college	2009-10	69%
SSC	St. Mary high school	2007-08	56%

ADDITIONAL CERTIFICATION COURSE

- Certified Industrial Accounts (CIA) from The Institute of Computer Accountants (ICA).
- MS-CIT.
- Tally ERP.9 & Tally prime.
- SAP FICO.

STRENGTHS

- Hardworking.
- Dedication.

COMPUTER PROFICIENCY

- Well, adequate with M.S. Office including excel, word & power point presentation.
- Working experience of Tally ERP 9 (accounting software) & Tally prime.
- Working experience in Busy.
- Working experience in SAP.

ACHIEVEMENTS

I have got recognition reward for Process Excellence Quarter-4, 2023.

DECLARATION

I hereby declare that above statement is true to the best of my knowledge and belief.

Date: 26th Feb 2025.

(Sherlyn Dsilva)

