

**VISHANTH IRAL DSOUZA**Position: **Accountant cum Administrative Assistant**Experience: **8 Years**Educational Qualification: **Master of Business Administration**Key Skills: **Tally ERP 9, Quick book, MS Excel**Mobile: **+91 9632427263 (India)**Email: **[vdvishanth11@gmail.com](mailto:vdvishanth11@gmail.com)****Summary of Career**

- Strong academic background with MBA and 8 years experience.
- Well versed in Accounts Payables, Accounts Receivables and day to day accounting activities.
- Managing overall record of payments.
- Proficient in maintaining financial records.
- Develop periodic reports for management.
- Proficient in the use of MS Excel, MS Word, MS PowerPoint, Outlook, Tally ERP 9 and Quick book.
- Valid Indian & Oman Light Vehicle driving license.
- Quick learner and hardworking by nature.
- VAT Filing

**Major Roles in Various Organizations**

- Accountant cum Administrative assistant (Stratallig International Trading LLC, Oman) - February 2020 to present
- Accountant cum Administrative assistant (IBS Decor LLC, Dubai) - October 2019 to November 2019 (21 days)
- Accountant cum Administrator (Future World Electromechanical LLC, Dubai) - February 2019 to October 2019 (8 months)
- Accountant cum Administrative assistant (Future World International LLC, Oman) - July 2012 to July 2018 (6 years)
- Accounts Assistant (Rabeeah Sons, India) - July 2011 to June 2012 (1 year)

**Educational Qualifications**

- Master of Business Administration - Sikkim Manipal University Directorate of Distance Education, Sikkim, India. - 2018
- Bachelor of Commerce – St. Aloysius College (Autonomous), Mangalore, India - 2011

**Computer Skills / Software Skills**

- Tally ERP
- Quick Books
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Employment Records**

**Name of the Institution** : Stratallig International Trading LLC, Oman  
**Job Position** : Accountant cum Administrative assistant  
**Year** : 05<sup>th</sup> February 2020 to present



Stratallig International Trading LLC in Oman is the retail arm of Stratallig Group. Under one roof the customer can all their requirements of Electrical, Mechanical & Plumbing items. Be it Philips Lights or Philips Fitting, MK switches, sockets, Haige water mixers, Exhaust fans, Ceiling fans; Special construction materials you it Stratallig has the stock.

As an Accountant cum Administrative assistant my duties are:

- Sales Invoice tally entry and Updating receivables by totaling unpaid invoices
- Petty cash handling, excel accounting and Tally entry.
- Purchase invoice tally entry and reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Posting customer payments by recording cash and cheque transactions.
- Recording receipt and payment transactions and Tally entry.
- Preparation of bills and bank deposits.
- Preparation of the Salary Statement of all the classes of employees and submit the same to the designated Bank for clearance
- Bank reconciliations, payment date accounting and monthly reporting.
- Providing sales reports on weekly, monthly and yearly as per the requirements of management.
- Utilities Billing summary and payments

**Name of the Institution** : IBS Decor LLC,Dubai, U.A.E (Temporary)  
**Job Position** : Accountant cum Administrative assistant  
**Year** : 23<sup>rd</sup> October 2019 to 12<sup>th</sup> November 2019



Manufacturing is at the heart of our business and we have an experienced in house team of Project Managers, set builders, technical crew and event professionals who work seamlessly with regional and international creative production companies and our key clients. Providing innovative technical solutions on all manner of Set and Staging projects. Uncompromising when it comes to quality and safety standards. We have evolved over the past 22 years investing heavily in our Dubai Facilities, equipment, technologies and people. IBS Group today employs over 100 people from 9 different countries

IBS Group is committed to health and safety and certified by OHSAS 18001. One of the only Set and scenic providers in the Middle East region to hold this certification.

As an Accountant cum Administrative assistant my duties are:

- Invoicing, sending tax invoice copies to customer by mail and maintaining job number records and tax invoice Tally entry
- Petty cash handling, excel accounting and Tally entry.
- Utilities Billing summary and payments
- Renewal of company insurances
- Maintain and update bank and financial institutions with updated documents.
- Letter preparations, follow ups, documents etc.
- Coordination and follow up for IT issues.
- Maintain mobile and sim card records.

**Name of the Institution** : Future World Electromechanical LLC, Dubai, U.A.E  
**Job Position** : Accountant cum Administrative Assistant  
**Year** : 18<sup>th</sup> February 2019 to 23<sup>rd</sup> October 2019



Future World Electromechanical LLC is one of the largest MEP companies in UAE, Oman, Africa, and India. The company has expertise in all aspects of building services like Electrical, Mechanical, Plumbing, Fire Fighting, Fire Alarm, HVAC and TV systems. The company undertakes projects right from designing to execution and testing & commissioning.

As an Accountant and administrative assistant my duties are:

- Posting customer payments by recording cash and cheques transactions.
- Updating receivables by totaling unpaid invoices.
- Protecting organizations value by keeping information confidential.
- Preparation of bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Bank reconciliations, payment date accounting and monthly reporting.
- Responsible for the day- to-day general ledger accounting and financial reporting.
- Preparation of Postdated and Current dated cheques as per the requirements of the suppliers.
- Preparation of the Salary Statement of all the classes of employees and submit the same to the designated Bank for clearance.
- VAT Filing

**Name of the Institution** : Future World International LLC, Muscat, Oman  
**Job Position** : Accountant cum Administrator  
**Year** : 13<sup>th</sup> July 2012 to 12<sup>th</sup> July 2018



Future World International LLC is one of the largest MEP companies in UAE, Oman, Africa, and India. The company has expertise in all aspects of building services like Electrical, Mechanical, Plumbing, Fire Fighting, Fire Alarm, HVAC and TV systems. The company undertakes projects right from designing to execution and testing & commissioning.

As an Accountant cum Administrator my duties are:

- Posting customer payments by recording cash and cheques transactions.
- Updating receivables by totaling unpaid invoices.
- Summarizing receivables by maintaining invoice accounts, coordinating monthly transfers to accounts receivables account, verifying totals, preparing reports.
- Protecting organizations value by keeping information confidential.
- Preparation of bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitating payments of invoice due by sending bills reminder and contacting clients.
- Bank reconciliations, payment date accounting and monthly reporting.
- Responsible for the day- to-day general ledger accounting and financial reporting.
- Preparation of balance sheet and income statement.
- Preparation of Post dated and Current dated cheques as per the requirements of the suppliers.
- Preparation of the Salary Statement of all the classes of employees and submit the same to the designated Bank for clearance.
- Receive supplier invoice, monthly basis entry in the system filing of the documents (invoices) in the monthly file.
- Costing purchases from suppliers, referring to our LPO's.

**Name of the Institution** : Rabeeah Sons, Mangalore, Karnataka, India  
**Job Position** : Accounts Assistant  
**Year** : 1<sup>st</sup> July 2011 to 01<sup>st</sup> June 2012

Rabeeah sons is a leading vegetable vendor in Mangalore, India.

As an Accounts Assistant I was responsible for:

- Reconciling the supplier statement and preparing cheque for supplier.

- Preparation of financial plan at the time of company promotion.
- Handling day to day Petty Cash expenses.
- To effectively execute day to day office & administrative activities of clients as per their requirements in order to satisfy clients expectations.
- To serve as single point contact for clients.
- To generate billing invoice numbers at the end of the month.
- To generate bills for all clients.
- To follow up with clients on outstanding payments.

**Name of the Institution : Sikkim Manipal University Directorate of Distance Education, Sikkim, India**  
**Year : December 2017**

**Project** undertaken targeting the Taxi Operators in Mangalore, India, in partial fulfillment for the MBA Degree as per Norms of Sikkim Manipal University. The title of the project was “A Project on Job Satisfaction of selected Professional Taxi Operators in Mangalore City”.

The objectives of the study were:

- To understand the expectations of Taxi Operators.
- To analyse the job profiles of Taxi Operators.
- To determine the relationship between job satisfaction and productivity among Taxi Operators.
- To find out the level of satisfaction and perception of the Taxi Operators.

### Personal Detail

Date of Birth	: April 11, 1990
Gender	: Male
Religion	: Christian
Nationality	: Indian
Marital status	: Single
Languages Known	: English, Hindi, Kannada, Konkani and Tulu
Driving license	: Valid Indian & Oman light vehicle driving license.