

# **CURRICULAM VITAE**

## **PRIYANKA SEQUEIRA**

Bur Dubai, Dubai

UAE

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## **CAREER OBJECTIVE**

To be associated with a progressive organization that gives scope to apply my knowledge and skills, and to be a part of a team that dynamically works towards the growth of the Organization.

## **PROFESSIONAL QUALIFICATIONS**

- Tally 9.0- Accounting software
- Goods & service Tax- State GST, Central GST, Integrated GST
- Microsoft Word, Advance Excel & PowerPoint
- Knowledge of VAT Process

## **Education Qualification**

- Bachelor in Commerce  
Under Mangalore University India
- Pre – University College  
Under Mangalore University India
- Secondary Education  
Karnataka Secondary Examination Board India

## **WORK EXPERIENCE**

### **Tender Elite Electronics Services LLC – Bur Dubai**

**Oct – 2019**

### **Admin Cum Receptionist**

### **Roles And Responsibilities**

- Self Correspondence
- Reconciliation of Treasury functions like Payments, Receipts and Deposits .
- Dealing with Suppliers and Customers Queries .
- Sales Invoicing , Accounting and Reconciliation of Sales .
- Experience with general ledger functions .
- Co-ordinate with Preparation of Financial Reports P&L , Balance Sheet .
- Answer phones, greet customers, make appointments, receive and sort mail.
- File paperwork, perform data entry, scan documents, and any other tasks that assigned by the Manager.
- Co-ordinate and manage the day to day operations of the office .

**S.K. Trading Company- Kankanady, Mangalore- Karnataka 14<sup>th</sup> May 2018 to 20<sup>th</sup> Dec 2018**

**Perform Accounting Duties:**

- Preparing bank deposit slips, handing over hard cash & cheques from customers to driver to deposit into company bank account.
- Monthly financial closing and financial statement preparation .
- Booking of Purchase invoices & processing payments.
- Ensure timely bank payment .
- Journal entry of all transactions in the respective books of account.
- Creating sales invoices in the Tally system & sending SOA's to customers. Follow up on payments from customers.
- Preparing and submitting tax forms and maintaining financial databases and spreadsheets.

**PERSONAL SKILLS**

- Enjoy working with people & able to work as part of a team
- Self Motivated , Hard Working, Self Starter
- Have good spoken and written communication skills
- Have problem solving skills
- Able to work accurately, with good attention to detail.

**PERSONAL DETAILS**

**Name** : Priyanka Sequeira

**Mother Name** : Precilla Sequeira

**Date of Birth** : October 9, 1996

**Gender** : Female

**Nationality** : Indian

**Languages** : English, Kannada, Hindi, Konkani, Tulu

**Passport Number** : T0006285 valid until 6<sup>th</sup> December 2028

**Visa Details** : Employment Visa

I hereby declare that the above furnished particular are true to the best of my knowledge.

Date :

Place : Dubai

Priyanka Sequeira