**Objective:** To obtain a responsible position in the team of a prestigious company where my professional experience, Academic background and professional skills benefit the need of the organization and allow me to grow with them.

Skills Profile

* Team Player
* Good communication skills
* Quick learner and like to enhance knowledge
* Multi-tasking and ability to work under pressure
* Good in MS office

Educational Qualification

|  |  |  |
| --- | --- | --- |
| M.B.A(Finance) | Sikkim Manipal University, Manipal, India | September 2013 |
| B. C. A | Mangalore University, Mangalore, India | May 2010 |
| P.U.C | St.Cecily’s College ,Udupi, India | May 2007 |
| S.S.L.C | St.Lawrence High School, Moodubelle, India | March 2005 |

Professional Experience

**AL BROOGE SECURITIES LLC, ABU DHABI, UAE.**

Position : Junior Accountant/Cashier

Duration : November 2014 till April 2017

***Job Profile***

* + Preparing payables, receivables, cheques, cash books and bank transfers.
  + Handling petty cash and reimbursing the employee’s business & travel expenses.
  + Analyzing data and preparing various reports such as daily, weekly and monthly and look after the filing system for the department.
  + Posting journal entries and monitoring bank transfers on a daily basis.
  + Backup for accounting tasks like payables, receivables, follow up with banks for account balances, requesting bank statements, reconciliation and assisted in answering calls where necessary.
  + Responsible for taking money in the form of cash, cheque or credit card from patrons.
  + Count currency, coins and cheque accuracy such as amount, date, and bank name in order to prepare them for deposit in the bank.
  + Serving customers with company’s financial guidelines, information, etc.
  + Established and maintained solid business relationships with all levels of management.
  + Assisting the team with preparation of audits &administrative work such as backing up journal entries through scanning, handling correspondence, organizing folders, making copies, etc.

**EMASCO TECHNICAL SERVICES (LLC)-DUBAI,UAE.**

Position : Accountant

Duration : January 2014 till September 2014

***Job Profile***

* + Inter-company account maintenance – monthly reconciliation and obtaining balance confirmations.
  + Daily monitoring the bank situation of all bank accounts, Bank Balance, Bank limit and facilities, overdraft, loans and remittances.
  + Liaised with bankers regarding financial transactions.
  + Petty cash – managing day to day cash requirement, reconciling the cash float on a daily basis and on a monthly basis.
  + Monitor and review accounting and related system reports for accuracy and completeness.
  + Raising accounts receivable invoices & payment follow up.
  + Processing accounts payable invoices as per the payment cycle.
  + Verify supplier invoices with all supporting documents.
  + Preparing service PO for the subcontracted jobs.
  + Assist in preparing monthly financial reports and information.
  + Assist in preparation of audit for external auditors.
  + Maintaining & tracking staff advances.
  + Transfer salary via WPS.
  + Preparing final settlement for leave salaries and gratuity.

Previous Experience (In India)

|  |  |  |
| --- | --- | --- |
| Manipal Plasto Pvt. Ltd. | Account Assistant | Sep 2011 – Oct 2013 |
| Madhava Pai Memorial College | Programmer | Jan 2011 – Sep 2011 |
| Unique Plastics | Receptionist | Jul 2010 – Jan 2011 |

Additional Qualification

**COMPUTER SKILLS:**

***BCA: - Bachelor in Computer Application.***

* Knowledge of IT
* Studied computer languages like C, C++, Java, HTML, SQL Server, VB, VB.Net, Oracle and Asp during the Bachelor’s degree course
* TALLY
* Proficient in: MS Office 2010, MS Office 2007, MS Office 2003
* Very good knowledge in: Excel, Word, Access, Outlook, Power Point and Internet browsing.

**EXTRA – CURRICULAR ACTIVITIES:**

* Participated in various sports & cultural events conducted by the department & also in organizing the IT Competitions & games.
* Sports activities and college cultural activities.

***Languages Known***

* English (Read, Write & Speak Fluently)
* Hindi, Kannada, Konkani (Regional Indian Languages - Fluent)

***Hobbies & Interests***

* Music: Love listening to all genres of music
* Sport: Volleyball