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| **Annette Gomes**  ***General Accountant & Admin Professional*** | Untitled |

**Profile Synopsis **

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Versatile, Dynamic, and Goal-oriented professional offering formal education, valuable experience, skills and attributes for a solid career foundation in a progressive enterprise with significant contributions towards companies’ continued business growth; Capable to handle challenging roles in domains of General Accounting, AR/AP, Cash Management, Maintenance of Book of Accounts, Balance Sheet, Reconciliation, Cost Control, Invoices, Administration & Client Relations; Displayed competency in handling salaries of employees, payment of ESIC, EPF, Service Tax, Labour welfare fund and effectively manage filing bills, writing cheques, preparing vouchers & bills preparation. Knowledgeable with various banking department activities having proactive approach in continuously developing and enabling process improvements; Desirous for continuous learning with excellent analytical, problem solving, organization, coordination, time management, communication and interpersonal skills; Seeks a solid career foundation within a forward-thinking organization which offers challenging and broad training to use and develop skills.

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| **Strengths** | |
| * Accomplished M.Com & B.Com with 2 years experience * Proficient w/ Accounts Receivables & Accounts Payable * Perceptive with Tally, ERP 9, SAP & MS Office Package * Capabilities to work under pressure & meet deadlines * Adhere to IFRS-accounting principles & practices | * Competency in General Accounting & Gen Administration * Adept w/ Reconciliation/Cash & Accounts Management * Strong Organization/Analytical & Problem Solving Skills * Adoptable to work within a team or Independently * Self-starter-quick learner-flexible personality |

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| **Educational Qualification** |

**Master's Degree in Commerce** Specialized in Accounts & Finance (A Class) – Goa University **2015**

**Bachelor's Degree in Commerce** Specialized in Finance, Auditing & Taxation (First Class) – Goa University **2013**

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| **Career Snapshot** |

**Accountant cum Office Assistant –** *S.L. Marketing, Navelim, Salcete, Goa, India* **May 2016 – Oct 2016**

*S.L. Marketing is a clearing and forwarding agency of Cargill India Pvt. Ltd.*

**Accounts Assistant –** *James Security Services, Goa, India* **May 2015 – Jan 2016**

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| **Key Achievements** |

* Gained 2+ years experience in India in domains of Accounts Assistant, General Administration, and Clients Relations.
* Accomplished Master's Degree in Commerce (Specialized in Accounts & Finance) and Bachelor's Degree in Commerce (Specialized in Finance, Auditing & Taxation).
* Technically astute with Accounting Software such as (Tally ERP 9 & SAP) and knowledgeable with MS Office applications ((Word, Excel, PowerPoint, Email application & Internet).
* Consistently contributed to present and previous companies in safeguarding finances or frauds detection through preparing accurate accounting reports, ensuring reliability and worthiness.
* Successfully attained proficiency in analyzing issues in the field of accounting and financial operations.
* Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to the continued business growth.

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| **Core Competency** |

**Accounts Assistant**

* Process vendor and supplier invoices in a timely manner, verifying accuracy, approvals, and account coding in accordance with company policy. Prepare and maintain pre-authorize payments monthly or as required.
* Prepare cheques and associated reports, as required in accordance with company schedules.
* Manage all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly, enter and reconcile cheques cashed to accounting software monthly and respond to vendor inquiries as required.
* ***Receivables*** - Process all client or miscellaneous payments daily or as required to sub-ledger. Refer overdue accounts to Director of Finance for adjustments, write- off or collections.
* ***Payables*** - Pay vendors by monitoring discount opportunities, scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.
* ***General Ledger*** - Assist the Director of Finance with monthly general ledger reconciliations as required. Prepare monthly bank reconciliations for approval of the Director of Finance. Assist with annual budget preparation as required.

**Admin/Office Assistant**

* Provide general administrative support including mailing, scanning, faxing, copying and other clerical and administrative support to management/employees. Act as a point of contact on all administration matters, deal tactfully with all people.
* Manage diary, schedule appointments, record minutes of the meeting, and organize details of travel and events, Knowledge of the organization set up and upholds confidentiality in all official transactions.
* Communicate with internal departments as well as all third parties to exchange information, coordinate activities and promptly resolve issues.
* Open, sort and deliver incoming correspondence, including faxes and e-mail, file and restore documents, records, reports and arrange travel itineraries for executives.
* Provide high tolerance in attending internal or external customer queries, deal with clients and visitors and deliver support to the management or executive level.
* Maintain inventories of supplies, equipment, and materials (e.g. ordering, organizing, monitoring, certifying & calibrating scales, Office keys, etc.) for the purpose of ensuring the availability of items as needed.
* Manage all kinds of administrative and clerical work efficiently, highly skilled in preparing correspondence including statements, forms, reports, presentations, applications and other documents.

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| **Proven Job Role** |

**Accountant cum Office Assistant –** *S.L. Marketing is a clearing and forwarding agency of Cargill India Pvt. Ltd.*

* Carried out SAP Online Billing and invoicing and verified the accuracy of all payments.
* Performed inventory related transactions and accounting in the general ledger. Carried out necessary adjustments and maintain journal entries for related issues.
* Administered monthly closing for the inventory period and monthly inventory account reconciliation.
* Responsible for monthly supply chain inventory reporting, support audit requests and maintenance of physical inventory count activities. Develop goods receiving note, freight vouchers and E-filling of service tax returns.
* Safeguard payments for purchase with proper documents checked, verified and approved by the authorized person.

**Accounts Assistant –** *James Security Services, Goa, India*

* Prepared salary of employees, payment of ESIC, EPF, Service Tax, Labour welfare fund and maintain attendance and wages of the employees. Effectively manage to file the bills, writing cheques, preparing vouchers & preparations of bills.
* Help in Renewal of the License under shop and establishment rules 1975 and labour act.
* Administered filing of service tax and annual returns and registering of employees under ESIC & EPF.

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**Internship & Projects:**

* Completed 2 months Internship - MRF Goa Unit – 2014.
* A comparative study on (The Inventory Management System of MRF Goa Unit-Ponda).
* Dissertation project on (Relationship between Capital Structure and Profitability of the Firm).

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**Extra Co-Curricular Activities:**

* Secured a C-grade in B certificate exam of NCC under the authority of Ministry of Defence, Govt. of India in 2012
* Attended 10 days Combined Annual Training Camp 1 Goa Girls BN NCC Panaji, Goa in 2011.
* Participated in Project Based Learning organized by ICIT InfoTech Pvt. Ltd in 2004.

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**I.T Proficiency:**

* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).
* Knowledgeable in accounting software such as (Tally ERP 9 & SAP).
* Versed with DOS, Windows XP, Internet Surfing and Web Designing.

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| **Personal Details** |

Nationality : Indian

Date of Birth : 19th Oct 1992

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Hindi and Konkani

Reference : Available upon request

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