## Stency

**Stency.281000@2freemail.com**

**Job Objectives:**

To secure a position with a reputed organization where my existing skills can be utilized and contribute to the success of the organization.

**SKILLS:**

* Excellent communication skills
* Can work under pressure & meet deadlines
* Efficient, smart, reliable & hard working
* Possesses excellent organizational skills and can work independently
* Well organized, systems oriented & have a strong attention to details
* Can handle multiple tasks effectively and very much flexible with time.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.
* Energetic and capable of working with minimal support and good deal of autonomy

###### **WORK EXPERIENCE:**

###### June 2015  UAE Dubai

##### **Deni Middle East General Trading LLC-(AT PRESENT)**

* Handle office petty cash and petty cash expenses
* Posting Invoices and Receipts
* Bank Entries and Bank Reconciliation
* Assist in all month end accounting closing including accounting, reconciling accounts, preparing outstanding expenses and prepaid expenses statements, etc
* Daily accounting of all transactions such as bank/cash payments & receipts, journal voucher.

###### Sepember 2011 to November 2014 India Goa

**BAAB CONSTRUCTION PVT LTD**

* Analyzing and investigating annual and monthly financial accounts undertaking financial administration.
* Handle office petty cash and petty cash expenses preparing reports, budgets, business plans, commentaries and financial statements
* Daily accounting of all transactions such as bank/cash payments & receipts, journal vouchers, debit notes, credit notes etc.
* Check all transaction vouchers for completeness of supporting, approvals and maintain files up to date
* Prepare regular/ monthly accounts receivable reports.
* Assist in doing all ground work (base data preparation) for annual budgeting, monthly forecasting etc.
* Assist in all month end accounting closing including accounting, reconciling accounts, preparing outstanding expenses and prepaid expenses statements, etc.
* Preparation of all month end, quarter end and year end reports
* Prepare month end journal vouchers Process invoices, fixed asset listing
* Assist in maintaining company assets records and periodic physical verification.

**EDUCATION:**

* Bachelor of Commerce from college Goa Vidyaprasarak Mandals College of Commerce and Economics from Goa University
* Higher Secondary passed from Goa Vidyaprasarak Mandals's from Goa Board of Secondary and Higher Secondary Education
* Secondary School passed from Immaculate Conception High School from Goa Board of

Secondary and Higher Secondary Education

**COMPUTER SKILLS:**

* May 2011 Diploma in Tally Professional(ERP 9) From Comtech computer Academy includes Accounting, Inventory, Vat, TDS, TCS, POS, Pricelist, Service Tax
* July 2013 Computer Management From Pixel point includes Windows, Ms Word, Ms Excel, Ms PowerPoint, Internet
* At Present Am using Ezai Inventory software in Deni Middle East General Trading LLC for accounting purpose-

**PERSONAL INFORMATION:**

Marital Status : Married

Nationality : Indian - Goa

Language : English/ Hindi/ Konkani