NELLYSHA 

Email: nellysha.379772@2freemail.com

Profile

 *Experienced Accounts and financial management professional with 20 years proven work expertise in Accounts at Group Level, and Cash Flow Management, Payrolls, Administration and Human Resource Management related work, Able to work under pressure. Well versed in financial accounting, banking matters and good in leading a team of 20 personnel exhibiting managerial abilities representing Konkan Railway – a Public sector undertaking of Government of India. Also holding husband sponsor Visa*

###### ACADEMIC CREDENTIALS

1995 🕮 **Bachelor Degree in Commerce (B.Com)**

 Specializing in Financial Accounts, Auditing & Taxation.

 Goa University Goa, India.

* Computer Skills: Diploma in Ms Word, Excel And

 Power Point, Typing Course @ 45 Wmp.

* Accounting Packages: Tally 6.3,Sap,traffic Accounting.

###### Career Progression

* Worked as Accountant for Konkan Railway Government of India
* Accountant for Micro-interconnection Pvt. Ltd Goa India
* Senior Accounts Assistant/ Computer operator Joshi & Associates, Goa India

**Konkan Railway Corporation Ltd. December`96 – March ‘18**

## Job profile: Worked as Accountant for Konkan Railway Govt. of India.

* Preparation of various financial statements & reports.

Bank statements and other related issues. Monthly balance sheet reconciliations in Blackline.

* Filling of accounting documents and daily correspondence.
* Finalisation of balance sheet, maintain records of utility bills of government property.
* Payroll overtime, attendance of leave, medical benefits, and family data records.
* Ticketing, booking refunds, tally cash day to day operation.
* Prepare weekly and monthly summary reports on accounts receivables and submit to the management.
* Statutory Accounts, Government statistics and submissions, Corporation tax & VAT compliance.

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**Micro Interconnection Pvt. Ltd. August `96 – November`96**

 Job profile: Accountant

**DUTIES & RESPONSIBILITIES**

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* Follow up for the payments of the invoices from our clients.
* Preparing invoice approval forms of the clearing agents and book the approvals forms for payments to be made to them.
* Booking the purchase order of the imported suppliers to update their invoices for payments.
* Preparation of monthly cheque/Wire transfers of suppliers, petty cash expenses and also payroll.
* Preparing the debit/ credit notes to various suppliers
* Preparing the import & local costing sheet for pricing of the goods inwards & outwards, follow up with our clearing agents for the expenses incurred by them for clearing of the containers send to our distributing centres.
* Preparing the sales report on a weekly basis for various suppliers.
* Drafting of export documents such as Pro-forma invoice, commercial invoice, packing list.

**S.B.Joshi & Associates May`95 – August `96**

Job profile: Senior Accounts Assistant/ Computer operator from May `95 to August `96.

* Responsible for all accounting functions such as accounts payable, receivable, generating accounting reports.
* Preparing statement of accounts receivables, payables and overdue age analysis.
* Handling internal and external correspondence, fax, telephones & filling.
* Responsible for day-to-day administration, replenishment and disbursement of petty cash.
* Preparing travel and expense reports, processing of suppliers payments/receipt vouchers.
* Co-ordinating with the External Auditors for preparing financial statements and reports.

###### PERSONAL DATA

Date of Birth : 19/02/1974

Nationality : Indian

Marital Status : Married

Religion : Roman Catholic

Visa Status : Husband Visa.

 Languages Known : English – Read, write & Speak

Hindi – Read Write & Speak

 Konkani – Read, Write & Speak

References : Available on Request.