



Wilson Karlo

Finance Executive/
Accountant

Contact

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Skills

UAE VAT

Accounts Receivable

Accounts Payable

Account Reconciliation
processes

Cost Verification and
Control

SAGE, Tally ERP 9, AWARE

MS Office Suite

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, diligence and resourcefulness to make positive impact on business operations.

Work History

2017-11 -

Current

Accountant

Triburg Group, Jebel Ali - Dubai

Triburg group was established in 1995 in UAE. Triburg has earned its reputation as a reliable Supply Chain Solutions provider of Freight Forwarding & Customs Clearance, Transportation, Warehousing and Logistics, Trading, food and beverages, uniform, Specialized Inventory management, and Value-Added services.

- Daily accounting task/Handling day-to-day accounting processes to drive financial accuracy.
- Preparation of invoices with Valid UAE VAT treatment for International and Local Transactions.
- Applying proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Verifying the cost of each job with proper valid documents.
- Preparation of Accounts receivable statement daily and follow up with the customer for payments.
- Preparation of Accounts payable statement on regular basis.
- Preparation of cheques/ Bank transfers.
- Reconcile cash and receipts.
- Preparation of bank reconciliation statement.
- Gathered financial information, prepared documents and closed books.
- Used advanced software to prepare documents, reports and presentations.
- Reported financial data and updated financial records in ledgers and journals.
- Preparation of monthly sales report.
- Assisting with the preparation of monthly financial reports with the team.
- Preparing Monthly Telephone report (Group Telephone).

Languages

English

Hindi

Kannada

Konkani

- Assisting yearly Auditing and FTA audit with the Account manager.
- Preparation of UAE VAT reports for a group of companies.

Education

2013-06 -
2015-05

MBA: Finance

*S.D.M PG Centre - Affiliated to Mangalore University-
Mangalore, Karnataka – INDIA*

2010-06 -
2013-05

Bachelor of Commerce: Accounting and Finance

*S.D.M College - Affiliated to Mangalore University
Mangalore, Karnataka - INDIA*

Additional Information

- Date of Birth: 20.04.1993
- Nationality: Indian
- Passport No#: M7208524
- Visa Status: Employment Visa
- Driving License: UAE, INDIA