# *Objective*



**Dorelle Rita Mathias**

*Mobile no: +96895797609*

*E-mail:* [dorelle.mathias@gmail.com](mailto:dorelle.mathias@gmail.com)

*As an energetic commerce graduate, I wish to utilize my knowledge and skills to fulfill the goals of your esteemed organization as well as to enhance my personal and professional growth.*

# *Work Experience*

1. Worked as an Accounts Executive at Newtech Services, Mangalore, a Dubai based insurance firm (Back office of New Shield Insurance Brokers,Dubai) from September 2015 to June2017.

**Job Description:**

* + Maintaining books of accounts using Tally
  + Making payments from time to time/ Accounts payable
  + Month end Payroll processing
  + Monthly bank reconciliation statements
  + Quarterly reconciliation of Insurance Company Statements.
  + Preparing various reports (Bank balance report & Monthly projection report)
  + Preparation of debit notes/ credit notes
  + Co ordinating with the accounts department at the main office in Dubai
  + Monthly calculations & payments of PF & ESI for employees
  + Worked under accounts receivable for a period of 4 months - collection of payments from Clients
  + Interviewing suitable candidates for various positions in the firm

# *Promotions:*

1. Promoted to Accounts Head from March 2016

# *Educational Qualifications*

1. CMA(Certificate in Management Accounting) : Via correspondence from Symbiosis Distance Learning Centre, Pune, India
2. Bachelor of Commerce: St. Agnes College (Autonomous), Mangalore, India (2012 to 2015)
3. Pre-University College Certificate (Grade 12): St. Aloysius Pre University College, Karnataka State Board, Mangalore, India (2010-2012)
4. International General Certificate of Secondary Education (IGCSE): Al Diyafah High School, Dubai, UAE (June 2010)

# *Other Qualifications*

1. Certificate in Logistics and Supply Chain Management from Zabeel International Institute of Management and Technology, Ras Al Khaimah, UAE (June – July 2015)
2. Tally 9.0 VAT Enabled: Manipal Institute of Computer Education (MICE), Mangalore, India (March - April 2011)
3. Diploma in Information Technology (MS Office Application & Tally): St. Aloysius College, Mangalore, India (June 2011 - March 2012)
4. UGC Certificate course in Enterprise Resource Planning (ERP): St. Agnes College, Mangalore, India (June 2012 – March 2013)

# *Extra-curricular Activities*

* + Participated in school and college sports, athletics and student activities in all my academic years

# *Achievements and Awards*

* + Awarded “Best from Finance Team” of Newtech Services for the year 2016
  + Awarded Certificate of Merit, St. Agnes College, Mangalore, India (2013-2014)
  + First place in ‘Ice breaker’ competition, St. Aloysius College, India (2011-2012)

# *Workshops and Seminars*

* + Participated in ‘Persona’, an Intercollegiate one-day workshop, St. Agnes College, Mangalore, India (January 2015)
  + Participated in a one-day Regional Level workshop on, ‘Personality Development and Career Guidance’, St. Agnes College, Mangalore, India (January 2013)

***Professional skills:*** Well versed with MS Office, knowledge of Tally basics

***Personal Skills:*** Good communication and presentation skills

# *Personal Details*

***Name:*** Dorelle Rita Mathias

***Date of Birth:*** 11-02-1993

***Nationality:*** Indian

***Marital Status:*** Married

***Passport No:*** *R1221516*

***Languages:*** Fluent in written and spoken English and Hindi, Can also read and write Arabic.

# *Reference*

## *Mr. Keenan Pimenta: Principal, Al Diyafah High School, Dubai - +971527786766*

1. *Mr. Vivek Raichura: Manager Operations, Newtech Services, Mangalore - +919739816900*