

DISHAN VINOY D SOUZA

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PROFESSIONAL SUMMARY

Organized audit assistant proficient at working in a fast-paced environment under the guidance of a senior auditor. Sound knowledge of basic accounting and auditing principles. Strong analytical and problem-solving skills

SKILLS

- Tally Prime and MS Excel
 - Data Analysis and Visualization
 - Accounting software proficiency
 - Effective communication
 - Problem solving and attention to detail
 - Tax compliance expertise
 - Financial statement preparation
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PROFESSIONAL EXPERIENCE

GONSALVES & NAYAK CHARTERED ACCOUNTANTS

Mangalore

Audit Assistant

Apr 2025-Current

- Reviewed over 1000 transactions to ensure compliance with accounting standards and regulations.
- Conducted comprehensive tax audits, verifying adherence to financial guidelines.
- Filed individual tax returns including ITR 7, GSTR 1, GSTR 3B, GSTR 9, and TDS.
- Prepared accurate financial statements reflecting organizational performance.

KANNUR HARDWARES

Kasaragod

Accountant

June 2023 - Jan 2025

- Managed daily cash operations, including billing, receipts, payments, and cash reconciliation with 100% accuracy.
- Recorded day-to-day accounting entries such as sales, purchases, expenses, and bank transactions in accounting software/manual books.
- Maintained complete books of accounts including cash book, ledger, and stock records, ensuring timely updates and accuracy.
- Assisted in monthly closing activities, stock verification, and preparation of basic financial reports for owner review.

EDUCATION

CMA (USA): Management Accounts

Institute of Management accountants

Qualified: Apr - 2025

Bachelors of Commerce (B. Com): Co-operation

Kannur University

Graduated: Apr - 2023

PROJECTS AND CERTIFICATION

- Analyzed 100+ transaction of a co-operative bank to prepare performance report
 - Tally Prime with GST (TEPL)
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KNOWLEDGE AND EXPERTISE

- Financial statement analysis
 - Journal, Ledger, P&L, Balance sheet
 - Account Receivables and Account Payables
 - Cost and Management accounting
 - Accounts Reconciliation, Budgeting, Taxation
 - US GA AP/IFRS/SOX/Ind AS (Fundamentals)
 - Internal controls and Risk management
 - Data entry and cleansing (Freelance)
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LANGUAGE

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| • English | • Malayalam |
| • Hindi | • Kannada |