

DYALMI SEEMA DSOUZA

ACCOUNTANT | ADMINISTRATION

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Visa status: Visit Visa Valid Till 26-01.2022

All these area need modification



SUMMARY

Accomplished professional with hands on experience in accounting. Verifies entries and compares system-generated reports in order to reconcile all submitted work. Analyses all invoices and expense reports in order to accurately credit expenses to correct accounts and cost centers. Updates and maintains general ledgers and journals by reconciling all monthly statements, invoices, vouchers and relevant documents. Providing effective reports and analysis including forecasts for management decisions. Proven experience as management accountant. Solid knowledge of basic and advanced accounting and financial principles and practices. Excellent knowledge of reporting, risk analysis and budgeting.

CORE COMPETENCIES

- | | | |
|-----------------------------|------------------------------|------------------------------|
| ✓ Patience | ✓ Empathy | ✓ Ability to respond quickly |
| ✓ Attentiveness | ✓ Adaptability | ✓ Sales Reports |
| ✓ Time management | ✓ Clear Communication Skills | ✓ Supervising the Team |
| ✓ Ability to read customers | ✓ Effective Listening | ✓ Guest Service |
| ✓ Goal-oriented | ✓ Positive language | |

WORK EXPERIENCE

Accountant cum Sales Executive

OCT 2012 TO APR 2021

[LIGHTING PARADISE, MANGALORE, INDIA](#)

- ✓ Charging expenses to account by analyzing invoice/Expense claims and recording entries.
- ✓ Recording vendor invoices, solving discrepancies, Vendor reconciliation, Scheduling and preparing cheques.
- ✓ Handling petty Cash and recording entries.
- ✓ Responsible for receiving, delivery and filing of communications and documents.
- ✓ Preparing monthly payroll.
- ✓ Understanding and promoting company programs.
- ✓ Answering client questions about credit terms, products, prices and availability.
- ✓ Preparing bank reconciliation statement on monthly basis.
- ✓ Preparing weekly and monthly Sales reports.
- ✓ Stock Maintenance
- ✓ Working as part of a team checking a client's financial documents and providing client focused services.
- ✓ Examining inventory to verify journal and ledger entries.
- ✓ Proficient in use of Microsoft office and other accounting software.

- ✓ Maintaining a strong client focus, be responsive to client requests, and develop/ maintain productive working relationships with client personnel.
- ✓ Maintaining debit & credit note entries.

QUALIFICATIONS & TRAININGS

- ✓ Master of Commerce : Mangalore University College 2015 - 2017
- ✓ Bachelor of Commerce : St. Agnes College , Mangalore 2010 - 2012
- ✓ Pre-University College : St. Ann's P.U. College , Mangalore 2008 - 2009
- ✓ Diploma In E- Business : Manipal Institute Of computer Education 2012 - 2013

COMPUTER SKILLS

- ✓ Tally ERP 9
- ✓ MS Word
- ✓ MS Excel
- ✓ Internet and Related Applications

PERSONAL INFORMATION

- ✓ Material Status : Married
- ✓ Nationality : Indian
- ✓ D.O.B : 10-02-1991
- ✓ Passport No : R6056041
- ✓ Religion : Roman Catholic
- ✓ Languages Known : English, Hindi, Kannada

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.