

Dorelle Rita Mathias



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Objective

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 June 2017.

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

1. Mr. Keenan Pimenta: Principal, Al Diyafah High School, Dubai - +971527786766
2. Mr. Vivek Raichura: Manager Operations, Newtech Services, Mangalore - +919739816900