



Prinson Emmanuel Pereira

Accounts/Admin/Customer Service

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Looking forward to pursue a challenging career in a concern and utilize my skills for the growth of my organization, which will help me to be involved in work where I can utilize my skills and creatively involved in system that effectively contributes to the growth of organization.

Certification/Working Knowledge

Supply Chain Management -Rutgers University (07/2023-01/2024)

- Verifying pre-alert documents for inbound shipments such as Airway bill, commercial invoice, packing list, COO and prepare HS code summary to process BOE & clearance.
- Upon processing BOE & gate pass coordinate with transport team to arrange delivery of shipments.
- Once the shipments are offloaded, generate ASN & share RCR confirmation to clients.
- Upon completion of GRN, check inventory accuracy with support of operations team.
- For outbound shipments preparing HS CODE summary to process BOE and exit documents

Work Experience

Accounts/Admin Assistant

Royal Heritage Projects (01/01/2023 -31/01/2024)

- Performed detailed cost analysis, managed accounts payable &receivable.
- Keep accurate systematic records of the company's day-to-day transactions (Invoices, Quotations).
- Arranging payment of invoices within the due date.
- Acknowledgement of mails and taking subsequent actions.
- Responsible for posting cash receipt and handling petty cash book.
- Carefully analyzing the invoices for not making any dual Payment.
- Ensuring all documents are complete and accurate.
- Arrange and host client visits and appointments.
- Responsible for handling customer queries.
- Responsible for tracking parked invoices to ensure timely payment of invoices.

Accounts Internship

Chartered Accountant Office (01/10/2022-31/12/2022)

- Auditing the daybook.
- Preparing Bank Reconciliation statements
- Acknowledgement of mail and taking subsequent actions.
- Follow-up with client to ensure they submit their monthly bills before due dates.
- Mentored junior team members providing guidance on accounting principles and procedures.
- Assisting clients with documentation process.

EDUCATION

BCOM-Bachelor of Commerce (Finance & Marketing)

Sri Bhuvanendra College (6/2019-9/2022)

- Active member of Commerce Association.

Senior Secondary

Christ king PU College (6/2017-3/2019)

- Active member of scouts & guides.

SKILLS

- Proficient in using Microsoft Excel
- Proficient in using Tally ERP 9
- Accounts Receivables & Payables

CERTIFICATES

- Accounts Internship (10/2022-12/2022)
- Advance excel, GST & Tally (12/2021)
- E office (04/2018)

ACHIEVEMENTS/ HOBBIES

- Cricket- Participated in district level match.
- Football-Participated in divisional level match.
- Chess-Participated in taluk level match.

REFERENCES

DSV Global Logistics & Transport

- Sunil Menezes- Warehouse Manager
+971 0507344980
- Kane Gonsalves- Contract Manager
+971 0569934060

Hellmann Worldwide Logistics

- David Nunes- Customer Service Supervisor
+971 0525234347

DECLARATION

I hereby declare that all the statements made above are true, complete and accurate to the best of my knowledge and belief.

Prinson Emmanuel Pereira