



GLEN ASTLE PINTO

☎ 052 6049962

✉ pintoastle27@gmail.com

in linkedin.com/in/glen-pinto-3b4723232/

📍 OPC Area,Bur Dubai, Dubai, UAE

ABOUT ME

Organized and dependable candidate with a positive attitude; seeking a full-time position that offers professional challenges to help achieve company goals.

EXPERIENCE

■ June 2023 -July 2024

C.A Daphny D'Souza & Co., Mangaluru

Accounts Assistant

- Verified monthly, quarterly, and annual financial statements in accordance with accounting principles.
- Maintained and reconciled general ledger accounts, ensuring accuracy and completeness of financial records.
- Reviewed journal entries and account reconciliations.
- Demonstrated ability to prepare and file individual tax returns.

KEY RESPONSIBILITIES

ACCOUNTS RECEIVABLE AND PAYABLE:

- Process and reconcile customer invoices, payments, and vendor invoices (local & import).
- Monitor AR & AP modules, ensuring timely postings, adjustments, and monthly closures.
- Maintain PO utilization reports and follow up on expired POs.
- Verify purchase orders, research discrepancies, and reconcile vendor accounts.
- Manage customer contracts, vendor records, and update master files.

RESEARCH

PROJECT TITLE: "Analyzing the Financial Landscape of Esports players : Challenges, Opportunities and Strategies with reference to Mangaluru City"

SEMINARS

2022 Workshop on 'Investment and personal money management' held by Mangalore University Commerce Teacher's Association (MUCTA)

2022 'Investment in the present time' held by IQAC and commerce Association

PAPER PRESENTED

2025 Greenwashing v/s Genuine Sustainability:A Psychological Investigation of Consumer trust and Scepticism

EDUCATION

2022 - 2024 | **M.Com** **7.12 CGPA**
(Finance and Accounting)
St Aloysius College (Autonomous), Mangaluru.

2019 - 2022 | **B.Com** **7.99 CGPA**
(Finance and Accounting)
Padua College of Commerce & Management, Mangaluru.

TECHNICAL SKILLS

- SAP
- MS office
- Tally ERP
- Power BI

SOFT SKILLS

- VAT, TDS and IT Compliance
- Audit & Internal Controls
- Analytical Thinking
- Strategic Thinking
- Adaptability

SUBJECT OF INTEREST

- Accounting
- Banking
- Taxation
- Financial Management

LANGUAGES

- English
- Hindi
- Kannada
- Tulu
- Konkani
- Malayalam

Available to join immediately