

CINCE V DAS

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Personal Details

- Nationality : Indian
- Passport : U6361236

Objective

Results-driven finance professional seeking a challenging role in financial analysis and planning. Ambitious taxation practitioner looking to join a reputable consultancy firm and provide expert advice to clients. Detail-oriented finance graduate seeking a role in financial planning and analysis where I can apply my knowledge and skills

Experience

- **Immilaw Global International Immigration Lawyers** July 2024 - January 2025
ACCOUNTANT AND ASSISTANT MARKETING ASSOCIATE

Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.

Accounting Operations like Manage and maintain accounting operations, including accounts payable, accounts receivable, payroll, and general ledger maintenance.

Budgeting and Forecasting is another way to assist in budgeting and forecasting processes, including preparing financial models and analysing variances.

Financial Analysis is performed financial analysis, including ratio analysis, trend analysis, and financial modelling.

Compliance with accounting standards, regulatory requirements, and company policies.

Marketing Campaign Support in planning, executing, and measuring marketing campaigns across various channels.

Content Creation and edit marketing content, including blog posts, social media posts, and email newsletters.

Social Media Management and maintain company social media presence, including creating and scheduling posts, responding to comments, and analysing engagement metrics.

Event Planning and executing marketing events, including trade shows, product launches, and webinars.

Data Analysis on marketing data, including campaign metrics, website analytics, and customer feedback.

- **TATA Westside Trend Ltd** March 2024 - July 2024
ASST. ACCOUNTS OFFICER (Team Leader)

Bank reconciliation.

Recording and filing cash transactions

Processing expense requests for the accountant to approve.

Ensuring payments, amounts and records are correct.

Working with spreadsheets, sales and purchase ledgers and journals.

Team Leadership Lead and support a team of accountants to achieve departmental goals.

Financial Reporting to oversee preparation of accurate and timely financial statements, reports, and budgets.

Accounting Operations manage day-to-day accounting operations, including accounts payable,

accounts receivable, payroll, and general ledger maintenance.
Financial Analysis is conduct financial analysis and provides insights to support business decisions.
Compliance is ensure adherence to accounting standards, regulatory requirements, and company policies.

- Reliance Centro, Reliance Project & Property Management Pvt.Ltd**
JUNIOR CASHIER & SERVICE ASSOCIATE November 2022 - December 2024

Provide exceptional customer service, respond to customer inquiries, and resolve customer complaints in a professional and courteous manner.
Cash Handling was the most important job, operate a cash register, and maintain a high level of accuracy with cash handling.
Store Maintenance maintain an organised store environment, including the cash wrap area, sales floor, and stockroom.
Sales Support with answering customer questions, redressal of grievances for customer, keeping complaints to minimal through best support system.
Teamwork with other team members to achieve cashiers target, sales goals, maintain a positive work environment, and provide excellent customer service.

Education

- Mahatma Gandhi University Kottayam** 2016-2019
BACHELOR IN COMMERCE
- Zion Public School [CBSE] Kattappana** 2012-2014
SENIOR SCHOOL EXANINATION

Skills

- Technical Skills: Financial Modeling, Accounting Standards,Taxation Law, Financial Analysis, Budgeting and Forecasting.
- Technology Skills: Microsoft office 365 [Excel, word, power point] Decision Making Skills: Good knowledge in US GAAP , Cost Accounting. Management Skills: Leadership, Communication, Problem Solving, Time Management , Risk management, Collaboration.