



# GLEN ASTLE PINTO

052 6049962

pintoastle27@gmail.com

OPC Area,Bur Dubai, Dubai, UAE

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

## 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