



Fiona Bernette Dsouza

Accountant, CIMA Adv Dip MA

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Profile

Highly motivated, detail oriented and energetic CIMA part qualified graduate with 5 years of experience in accounting, with excellent deadline driven, analytical ,organisational ,communication skills with a talent for analysing problems, developing and simplifying procedures and finding innovative solutions for job efficiency.

Education

Bachelors in Commerce, Mangalore university
Mangalore | 2012 June - 2015 May

Courses

Chartered Institute of Management Accountants (CIMA), Association of International Certified Professional Accountants
2018 - Present

VAT Professional Course, Zabeel International Institute.
2021 April - 2021 April

Employment History

Accountant, Alfalasi Tech Pvt Ltd
Bangalore | 2019 May - 2020 December

- Primarily handling back end accounts of UAE client(Slash Coffee).
- Bank reconciliation and handling petty cash through directors personal account.
- Coordinating with company auditor with respect to company accounts preparations, tax payments and obtain receipts/challans for the same and filing them.
- Handling Accounts payable and making sure all payments are paid by 10th of the month.
- Preparing payroll and dispatching salaries
- Record credit bills, journal entries, payments, receipts, sales, bank charges and depreciation entries in QuickBooks.
- Verifying daily transactions against Admin Panel and Telr portal and maintaining a spreadsheet.
- Liaising with offshore sales team when there are pending orders and with IT team when there are duplicate entries or missing orders in the admin panel by raising tickets.
- Preparing SOA for all cafes on a fortnightly basis and making payments whenever necessary.

ADDRESS
EK 2 Building, Muhaisnah 4., Dubai, UAE

BIRTH DATE
31-07-1994

NATIONALITY
Indian

Skills

ACCOUNTS RECEIVABLE	●●●●
ACCOUNTS PAYABLE	●●●●
VAT FILING	●●●●
QUICKBOOKS	●●●●
ADVANCED EXCEL	●●●●
MICROSOFT OFFICE	●●●●
NUMERICAL	●●●●
ANALYTICAL	●●●●
ORGANISATIONAL	●●●●
PROBLEM SOLVING	●●●●
COMMUNICATION	●●●●
TEAMWORK	●●●●
TIME MANAGEMENT	●●●●
DETAIL ORIENTED	●●●●

Languages

ENGLISH	●●●●
HINDI	●●●●

Visa Status

Spouse Sponsored Visa.

Business Support - Accounts, Lifecare International Insurance Brokers LLC

Dubai | 2017 August - 2019 March

- Ensure that weekly transaction reports of local New Sales / additions / deletions is obtained from the Operations department and recorded accurately in Sigortha and take necessary action on each pending case. (i.e. follow up with Providers for invoices).
- Generate month end report in Sigortha for the overall sales booked for the month and provide report to Accounts team.
- Send invoices from providers to customers and follow up on late payments.
- Reconciling client statements to match the provider statements and providing outstanding statements to customers on their request.
- Collecting payments from clients and forwarding the same to the provider along with breakdown for proper allocation.
- Preparing Receipt and Payment Vouchers and checking if relevant documents are preserved in a suitable manner.
- Handling Petty Cash of AED 10,000.

Accountant, Medical Diagnostic and Imaging Centre (MEDIC)

Dubai | 2016 April - 2017 July

- Receiving, vouching and processing all receipts and payments and checking if relevant documents are stored.
- Prepare and submit customer invoices, code, post and receipt payments and sending them to the customer along with the statement of accounts.
- Reconciling bank accounts, returns, delivery orders and purchases.
- Accurately recording the sales invoices, updating all records and daily transaction entries in the system.
- Prepare cheques for payments and deposits.
- Reconciling all financial accounts and maintaining the same in spreadsheets.
- Monitor customer ageing accounts for non-payment, delayed payment, discrepancies and initiating follow up procedures.

References

Dev Majmudar , Alfalasi tech PVT LTD

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Hitesh Tiwari , Lifecare International insurance brokers LLC.

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