

AVISH PINTO

To Build a career in growing where I can get opportunities to prove my abilities by accepting challenges, fulfilling organizational goal and climb the career ladder continuous learning and commitment.



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[Dubai, United Arab Emirates](#)

Core Competencies

Account Management

Operations

Administration

Logistics Support

Academics and Certifications

- **Master's Degree in Commerce**
St. Agnes College, Mangalore
(2017-2019)
- **Bachelor of Commerce**
Sacred Heart College, Madantyar
(2014-2017)
- **Pre university**
Sacred Heart College, Madantyar
(2012-2014)

IT SKILLS

Tally ERP & MS Office, MS Excel, Power Point, MS Word, ERP, POS

Strengths

Problem Solving

Team Player

Achiever

Quick Learner

Communication

Personal Information

- **DOB** – 03rd January 1997
- **Marital Status** - Single
- **Nationality** - Indian
- **Religion** - Roman Catholic
- **Passport No:** S0501795
- **Passport Expire:** 02/03/2028
- **Visa Status** – Visit
- **Visa Expire** – 30/03/2022

Organizational Experience

New Mangalore Port Trust as Logistics Admin / Accounts July 2019 – January 2021

Key Result Areas:

- Preparing and calculation of Monthly and Yearly reports for number of Vessels handling and Total Tonnage of RCHW workers.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Schedule the Shifts for RCHW workers as per Birthing the Vessel through ERP System.
- Verification of shipment documents such as Bill of lading, Import and Export application, Survey report, Container Delivery report, Advance payment, Customs Documents in up to date manner and delivery the cargo.
- Responsible for handling and recording all Petty Cash transactions.
- Invoice generating in Port Operating System of cargo related wharf age charges and Assigning Traffic approval for the Vessel.
- Receipts of tally sheet by tally clerk and prepare the dummy tally sheet of each gang for preparation of tally sheet through ERP system.
- Calculation of Tonnage for sailed vessel compare the vessel wise tally sheet and draught survey to raise the invoice and bills.
- Reconciliation of advance cheque received by the agents for Royalty and Levy payment.
- Communicate with agents in regards to collection for Overdue payment.

Divine Cashew Industries as Accountant / Admin (February 2021- August 2021)

Key results Ares:

- Book-keeping of the company (Software used Tally ERP 9)
- Posting daily receipts, payments and managing company ledger and day to day transaction.
- Verification of journal payment and cash payment vouchers.
- Petty cash book handling and Preparation of Quotation and Bills.
- Performing regular inventory checks and examine if the supplies received as per order and in proper condition.
- Returning and replacing any damaged products.
- Maintaining appropriate stock level according to seasonal promotion and ads as per customer require.