



Vinisha Preema Dsouza

ishadsouza1996@gmail.com

[+971566531804](tel:+971566531804)

Career Objective

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and to work in an organization that provides me with an opportunity to grow and learn, and help me to achieve my personal as well as organizational goals.

Educational Qualification

Course	College/ University	Year
MBA- Finance	Justice KS Hegde Institute of Management, Nitte University	2019
Graduate	Sacred Heart College Madanthyar	2017
Undergraduate	S.D.M College, Ujire	2014

Work Experience

Tesco Pvt Ltd, Dubai September 2019 – November 2020 (Associate- Financial Operations)

- To Reconcile the supplier invoices with delivery information to ensure for supplier Payment.
- Reconciliation of the Payment and Monitor to accounts to ensure payments are made up to date and resolve any discrepancy.
- Ensuring that there is no Duplicate Payments to the Suppliers.
- Responsible to make Payments on time to Suppliers and queries are actioned on Priority.
- Responsible for Addressing all the queries related to logistics Partner (Damco, Yusen, Expeditors).
- Accepting and processing of the orders accurately.
- Responsible for the queries related to cost overcharge , no po, and other related stuffs.

Cleartrip Pvt Ltd, Benagaluru April 2019 - September 2019 (Finance Associate)

- Responsible for the reviewing, Processing, verifying and reconciling all payments and expenditure.
- Preparing the Monthly financial reports and Expense Statements.
- Addressing and resolving financial queries from clients, suppliers and staff

IT Knowledge

- Microsoft Packages (word, excel, power point, outlook)
- Tally ERP9
- Microsoft office
- Navision Software
- Citrix Application
- Oracle application

Skills

- Team working ability & Communication Skills
- Can be moulded to fit into any Position
- Willing to learn ,Punctual and Dedicated

Personal Information

Gender : Female

Date of birth : 12th September 1996

Nationality : Indian

Marital Status : Single

Passport Details

Passport No :R2900230

Place Of Issue : Manglore

Visa Status : Visit Visa (valid till 16/03/2021)

Declaration

The above mentioned details are true to the best of my knowledge and kindly consider my application details and provide me an opportunity to serve in your organization. I shall be ever grateful to you.

Place: India

Vinisha Preema Dsouza