



Christon Peter Almeida

Senior Accountant

Self-motivated and highly organized individual with experience in accounting and finance. Proven ability to manage accounting operations, reconcile accounts, and analyze financial data. Strong organizational, problem-solving, and communication skills.

Contact

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Email

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Address

Dubai , United Arab Emirates

Driving License

UAE Driving License

Education

2013

Master of Business Administration
Alva's Institute of Engineering and
Technology , Moodbidri , Mangalore
2011

Bachelor of Commerce
Poornaprajna College , Udipi

Expertise

- Accounts Payable and Receivable
- Knowledge of Financial Statements
- Oracle Financials
- Financial Reporting
- Audit Preparation
- VAT Returns

Language

- English
- Hindi
- Kannada
- Konkani

Experience

○ 2014 - Present

Naresco Contracting LLC | Dubai

Senior Accountant

- Monitored accounts payable transactions for accuracy and proper general ledger posting.
- Created, maintained, and reconciled general ledger accounts to ensure accuracy of financial statements.
- Reviewed and investigated errors and inconsistencies in financial entries, documents, and reports.
- Provided technical guidance to junior staff members on accounting issues. Posted and submitted electronic invoices through job-related software for major clients.
- Collaborated with external auditors during annual audit processes.
- Proofed invoices for typographical, contract rate and mathematical accuracy.
- Accurately entered data into accounting software to ensure accuracy of financial records.
- Verified accuracy of invoices, purchase orders, credit memos, vouchers, and other documents prior to entering them into the system.
- Proficiently maintained and reconciled vendor accounts, processed payments in a timely manner, and resolved discrepancies.
- Reconciled vendor statements and researched any discrepancies in a timely manner.
- Verified invoices for proper receiving approval, purchasing authority and appropriate supporting documentation.
- Maintained strong relationships with vendors by promptly responding to inquiries regarding payment status.
- Ensured that all vendor invoices were properly coded before being approved for payment.

Certifications

- Tally 9.0 Vat Enabled , Peach Tree and Advanced MS Excel course from Manipal Institute of Computer Education , in 2011
- Basics of IT and MS Windows Course from Manipal Institute of Computer Education , Manipal in the Year 2008