



PATCY DSOUZA

Bur Dubai -UAE

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PERSONAL PROFILE:

Date of Birth : 23rd March 1993
Gender : Female
Nationality : Indian
Marital Status : Married

LINGUISTIC SKILLS:

English, Hindi, Kannada & Konkani.

PASSPORT DETAILS:

Passport Number : L715140
Passport Issue Date : 23/03/2014
Passport Expiry Date : 22/03/2024
Place of Issue : Bangalore
Visa Status : Visit visa
Expiry On : 01/02/2021
Availability : Immediately

TECHNICAL EXPERTISE :

- Advance Diploma in Computer Application.
- Desk Top Publishing
- Well conversant in MS Office,
- Word, Excel, MS PowerPoint, Tally
- ERP & Vitalyst ERP

CAREER OBJECTIVES:

- To seek respective position where I can utilize my skills to play a part in the company's strategy that promotes up-gradation of knowledge and certification with strong opportunities.
- Successful career in a renowned company which may utilize my inherent qualities and acquired capabilities for the advancement of the company and at the same time faster my growth, both professional and personal.

INTERNATIONAL WORK EXPERIENCE

**Profen General Trading L.L.C, Dubai, UAE,
From 25th October 2017 to January 31st 2020
Administration**

MANAGED DUTIES AND JOB RESPONSIBILITIES:

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Preparing Quotation
- Preparing local purchase order invoices & Delivery
- Filling the relevant order documents
- Maintain accounts in tally
- Regular pending payment follow-up with client

PROFESSIONAL WORK EXPERIENCE:

TEKSALAH LLC

**Worked in the back office of Teksalah LLC
(Teksalah Business Solutions Pvt. Ltd, Mangalore, India)
From 10th April 2016 to July 19th 2017**

Accounting Assistant

MANAGED DUTIES AND JOB RESPONSIBILITIES:

- Mainly working on Vitalyst ERP, Tally ERP 9 and Microsoft Office Excel Software
- Posting entries JV's related to pre-paid & provisions.
- Posting Receipt entry and allocation.
- Petty cash payments, verification, allocation & posting.
- Updating daily cash flow management
- Calculating and checking to make sure payments, amounts and records are correct.
- Chasing up outstanding customer accounts.
- Handling telephone inquiries relating to accounts payable issues.
- Matching invoices to the relevant receipts
- Making and receiving telephonic calls to and from customers on a accounts payable issues

- Ensuring that the payments of invoices is completed within a timely manner and in accordance with payment terms
- Keeping track of every transaction and logging details into a system
- Updating bank reconciliation
- Maintaining Ledger & provide accurate information's wherever required.
- Managing daily cash & bank updating.
- Cash flow management & Coordinating with banking related activities.
- Assisting with office related activities.
- Drafting cheque

Jeevan Transport, Mangalore from 3rd June 2013 to November 16th 2015

Accounting Assistant

MANAGED DUTIES AND JOB RESPONSIBILITIES:

- Working in Billing software, Tally ERP 9, Month wise Reports etc.
- Passing Entries in Tally ERP 9 & other Accounting software's, entries like Sales, Purchase, Cash & Bank Book, Journal Receipts, Payments & Bank Statements.
- Maintain up-to-date billing system
- Generate and send out invoices
- Follow up on, collect and allocate payments
- Perform account reconciliations
- Communicate with customers via phone, email, mail or personally
- Receiving and processing all invoices, expense forms and requests for payment
- Managing petty cash transactions
- Handling and writing cheques
- Assist with month-end closing

ACADEMIC QUALIFICATION:

- Bachelor of commerce from Rosario College of Management Studies Mangalore, in 2014.
- XIIth grade from St. Ann's College Mangalore, in 2010.
- Xth from St. Agnes high school Mangalore, in 2008

REFERENCES:

Can be provided upon Request.

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Dubai

Yours Sincerely,

Patcy Dsouza