



DEVASYA ANTONY



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5th Floor
Abdul Assis Building
Al Quasis, Dubai,
United Arab Emirates.



PASSPORT DETAILS

- **Passport No:** W6359071
- **Visa Status:** Visit visa
- **Nationality:** Indian
- **Date of Expiry:** 11.10.2032



TECHNICAL SKILLS

- Tally
- Point of Sale (POS) Systems
- MS Office



PERSONAL DETAILS

- **Fathers Name:** Antony
- **Date of Birth:** 05th Feb 2000
- **Marital Status:** Single



LANGUAGES KNOWN

- English
- Kannada
- Tulu
- Malayalam
- Hindi

☀ **Interests:** Art, Music, Sports

OBJECTIVE

"I am actively seeking a challenging and rewarding position where I can apply my educational background and skills. Possessing a Bachelor's degree in Commerce, I offer a solid foundation in accounting and financial management. With two years of experience as an Accountant, including expertise in Tally, bank reconciliation, supplier payments, cheque preparation, and GST filing, I am well-prepared to contribute to the financial operations of any organization. I am enthusiastic about applying my skills to provide exceptional service and support in dynamic operational settings."



EXPERIENCE

❖ Accountant

Megha Associates, Kankanady, Mangalore, India

June 2022 - June 2024

During my two-year tenure as an accountant at Megha Associates, one of the leading distribution companies in Kankanady, Mangalore, I developed extensive expertise in accounting and financial management

Accounting Responsibilities:

- Gained two years of experience in Tally software for accounting and financial management.
- Managed and maintained financial records, ensuring accuracy and compliance with accounting standards.
- Prepared monthly financial reports and conducted bank reconciliations to ensure accuracy.
- Processed supplier payments, prepared disbursement cheques for accurate disbursement.
- Filed GST returns and managed GST compliance.
- Handled petty cash disbursements and maintained updates.
- Assisted team members within the department as needed.
- Collaborated with other departments to provide financial insights and promptly investigate and reconcile disputes.
- Worked closely with auditors during preliminary and year-end audit processes.
- Produced error-free accounting documents and reports.
- Participated in financial standards setting and forecasting processes.
- Supported month-end and year-end close processes.



EDUCATION

Qualification	Board / University	Name of the Institute	Year
Bachelor of Commerce (B.Com)	Mangalore University	Sacred Heart Degree College, Madanthyar	2018-2021
Pre-University Course (PUC)	Department of Pre University Education	Sacred Heart PU College, Madanthyar	2016-2018
Secondary School Leaving Certificate (SSLC)	Karnataka Secondary Education Board, Bangalore	Mariyambika English Medium High School, Bedrabetu	2015-2016



WORKSHOPS AND TRAINING

Trainee Assistant Officer (TAO)

Nidhi Banking (Dakshina Kannada Mutual Benefit Nidhi Ltd), Hampankatta, Mangalore

Billing Officer

Highland Hospital, Kankanady, Mangalore



Skills and Certifications

DCA - Diploma in Computer Applications



PERSONAL STRENGTHS

- **Excellent Communication Skills**
- **Attention to Detail**
- **Adaptability**
- **Problem-Solving**
- **Teamwork**
- **Multitasking**
- **Passion and Enthusiasm**
- **Educational Background**



DECLARATION

I affirm the accuracy of the information provided in this CV to the best of my knowledge. I consent to the verification of these details and the use of my personal data for recruitment purposes.

Place: Dubai

Date:

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